



## **Town of Arlington Select Board**

### **Meeting Agenda**

April 7, 2025

7:15 PM

Members of the public may access the hybrid meeting via Select Board Chambers, Zoom, or  
ACMI

1. Legislative Provision for Remote Participation
2. Organizational Meeting for the Purpose of Electing a Chair and Vice Chair  
Michael Cunningham, Town Counsel
3. Community Preservation Act Committee Presentation  
Susan Doctrow, Co-Chair  
David Swanson, Co-Chair

### **PROCLAMATIONS**

4. Community Development Week April 21-25, 2025

### **CONSENT AGENDA**

5. Minutes of Meetings: March 10, 2025; March 17, 2025; March 24, 2025
6. For Approval: Memorial Day Ceremony, May 26, 2025  
Philip J. McGovern, Director of Veterans Services
7. For Approval: EV & E-Bike Show and Tell  
Talía Fox, Sustainability Manager  
Lori Kenschaft, Electrify Arlington
8. Renewals: Outdoor Dining and Sidewalk Cafe Applications  
Sidewalk Cafe  
Boonnoon Market, 161 Mass. Ave.  
Caffe Nero, 321 Broadway  
Donut Villa, 319 Broadway  
Fattoush, 142 Mass. Ave.  
Kickstand Cafe, 594 Mass. Ave.
9. Request: Special (One Day) Beer & Wine License, 4/11/2025 @ Robbins Memorial Town Hall  
for Dallin PTO Fundraiser  
Jamie Fisher, Dallin PTO
10. Request: Special (One Day) Beer & Wine License, 04/11/2025 @ Robbins Memorial Town Hall

for Menotomy Beer Hall

Robert Brazile / Arlington Historical Society

11. Request: Special (One Day) Beer & Wine License, 04/12/2025 @ Whittemore Robbins House for Private Event  
Mary Kiely
12. Request: Contractor/Drainlayer License  
Spencer Contracting Corporation  
Sheila Winter  
Peabody, MA 01960
13. Reappointment  
Affordable Housing Trust & Board of Trustees  
James Nagle (Term to Expire: 03/31/2027)

### **APPOINTMENTS**

14. Veterans Council  
Michael Alogna (Term to Expire: 06/30/2027)
15. Council on Aging  
Susan Gibbons (Term to Expire: 01/31/2028)
16. Poet Laureate of Arlington  
Thomas DeFreitas (Term to Expire: 06/30/2027)

### **LICENSES & PERMITS**

17. For Approval: Wine & Malt Alcohol License Transfer  
CSB Theatres, Inc., Capitol Theatre, Jamie Mattchen and Ian Judge, 204 Massachusetts Avenue
18. For Approval: Public Entertainment License Transfer  
CSB Theatres, Inc., Capitol Theatre, Jamie Mattchen and Ian Judge, 204 Massachusetts Avenue
19. For Approval: All Alcohol Package Store - Arlington Center Fine Wines LLC  
Arlington Center Fine Wines LLC., Christopher Lianos and Peitro Giglio/LLC Members, 715 Massachusetts Avenue. Andrew F. Upton, Attorney

### **OPEN FORUM**

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

### **TRAFFIC RULES & ORDERS / OTHER BUSINESS**

20. Discussion and Vote: Authorize Superintendent of Schools to Submit Statement of Interest for Ottoson Middle School to Massachusetts School Building Authority  
Elizabeth C. Homan, Ph.D.  
Superintendent, Arlington Public Schools
21. Discussion and Vote: Residential Trash Cart Size Selection  
Jim Feeney, Town Manager
22. Discussion and Approval: Draft Select Board Report to Town Meeting



Michael Cunningham, Town Counsel

**NEW BUSINESS**

**EXECUTIVE SESSION**

To discuss strategy with respect to litigation filed against the Town of Arlington by Christopher Loreti.

Michael C. Cunningham, Town Counsel

Jaclyn Munson, Deputy Town Counsel

Next Scheduled Meeting of Select Board April 28, 2025

When: Apr 7, 2025 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

[https://town-arlington-ma-us.zoom.us/webinar/register/WN\\_hjs4pPkjSqy072sofCbImw](https://town-arlington-ma-us.zoom.us/webinar/register/WN_hjs4pPkjSqy072sofCbImw)

After registering, you will receive a confirmation email containing information about joining the webinar.

*\*Notice to the Public on meeting privacy\** In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above.



## **Town of Arlington, Massachusetts**

---

### **Legislative Provision for Remote Participation**



## **Town of Arlington, Massachusetts**

---

### **Organizational Meeting for the Purpose of Electing a Chair and Vice Chair**

#### **Summary:**

Michael Cunningham, Town Counsel



## Town of Arlington, Massachusetts

---

### Community Preservation Act Committee Presentation

#### Summary:

Susan Doctrow, Co-Chair

David Swanson, Co-Chair

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	CPAC_2026_-_Presentation.pdf	Presentation





# Community Preservation Act Committee

Sue Doctrow and David Swanson  
Co-Chairs

Clarissa Rowe,  
Vice Chair

Alexander Franzosa,  
Presentation Preparation







# Fiscal Year 2026



# Community Preservation Act (CPA)



**Community  
Housing**



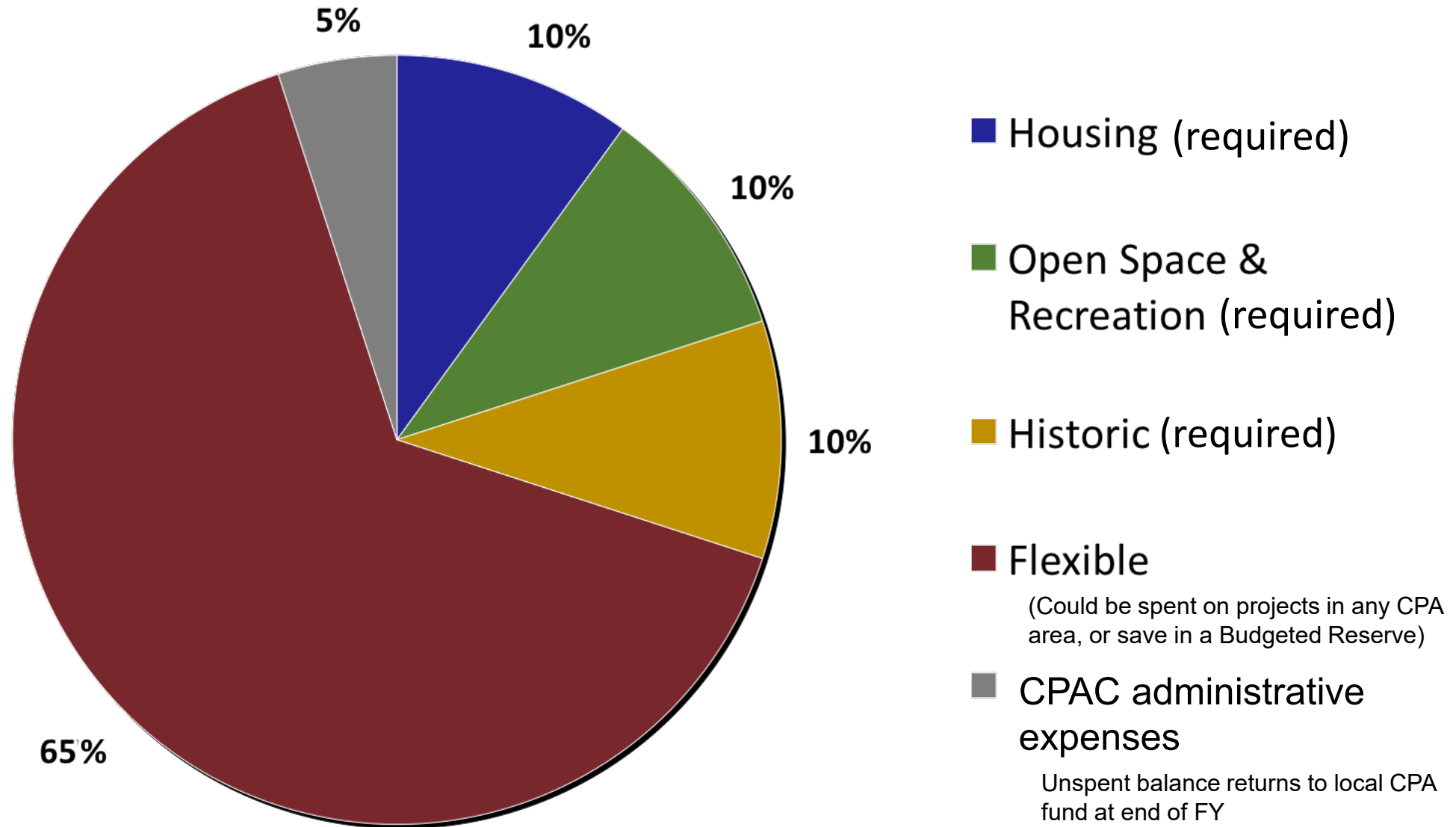
**Open Space &  
Recreation**



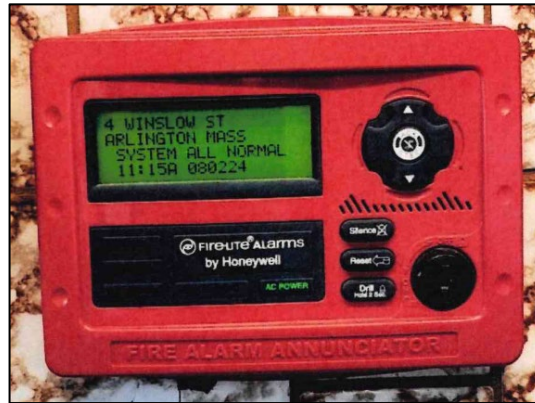
**Historic  
Preservation**



# Annual CPA Spending Targets







# WINSLOW TOWERS FIRE ALARM UPGRADE

Arlington Housing Authority

**\$275,132**





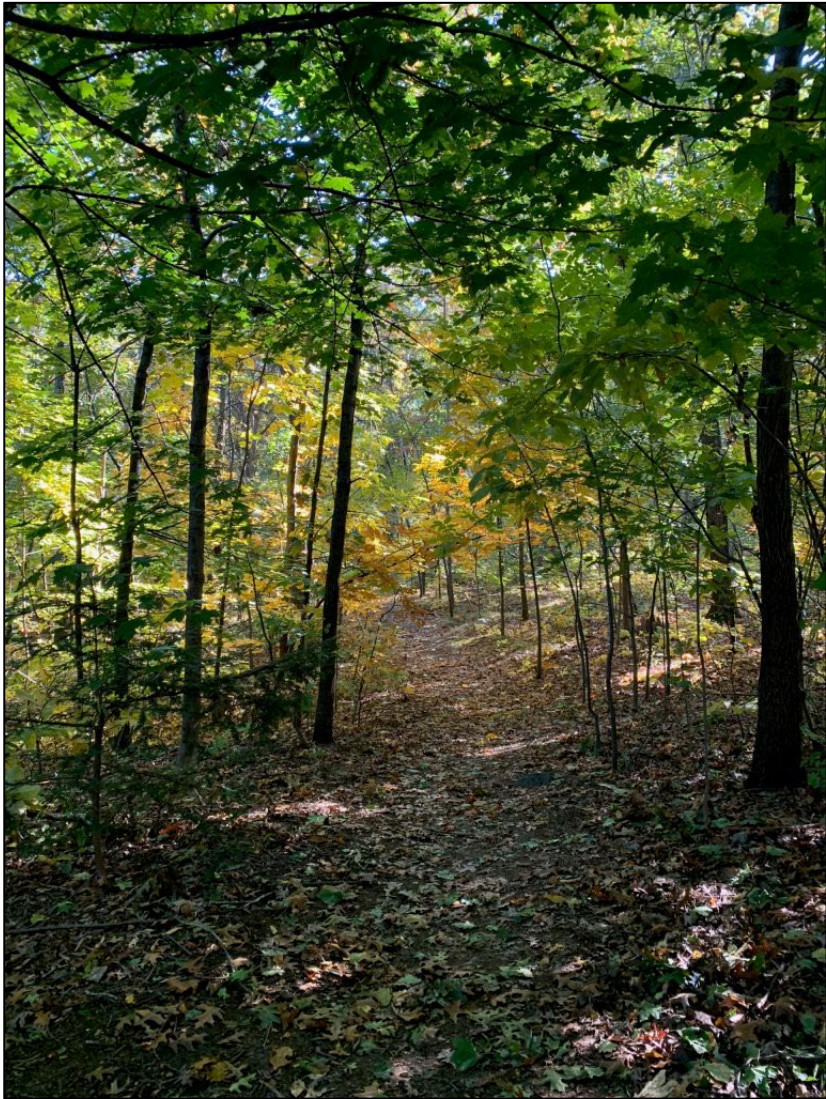


# AFFORDABLE HOUSING TRUST FUND

Affordable Housing Trust Fund Board

**\$545,125.50**



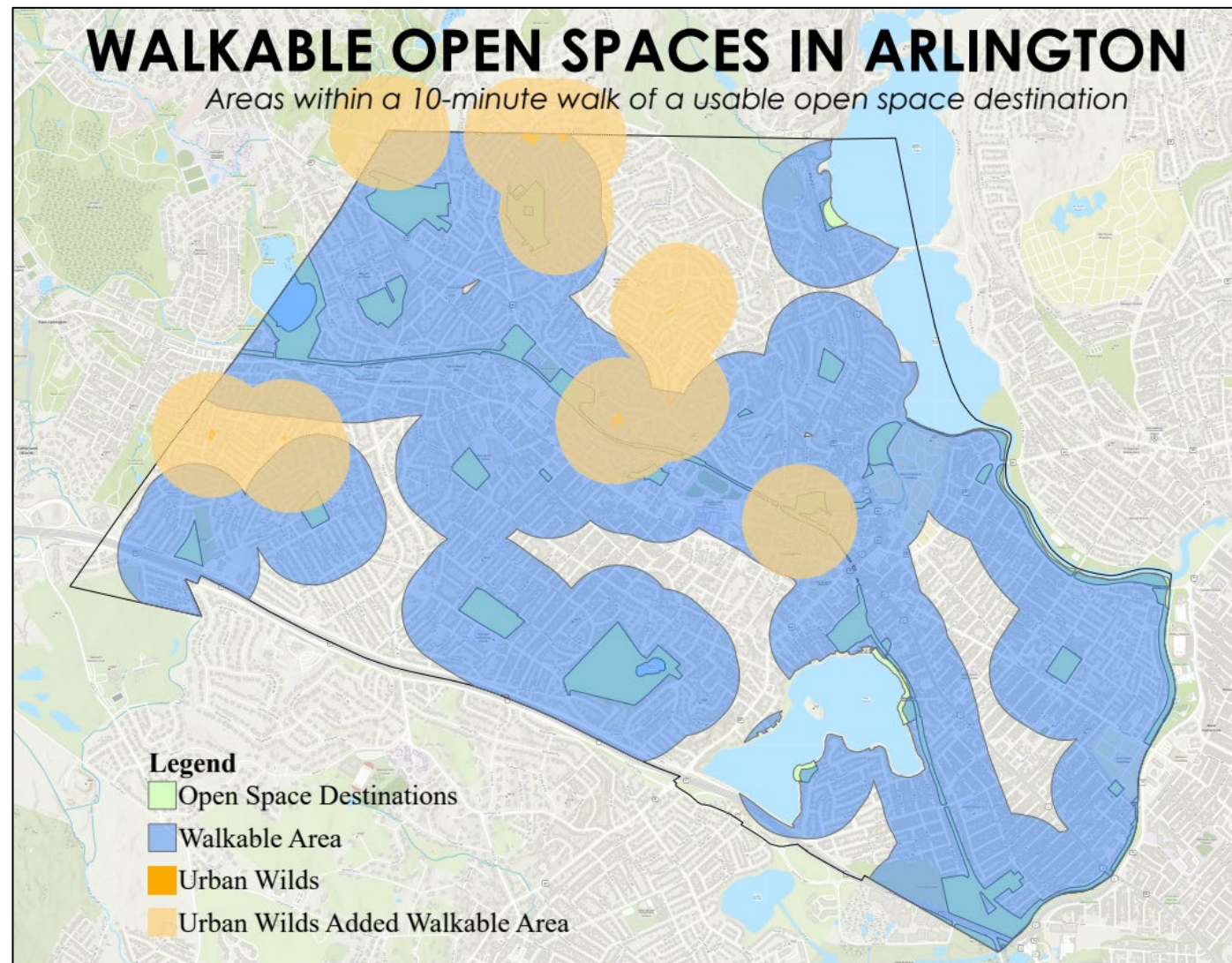


## PUBLIC LANDS TREE SURVEY

Open Space Committee

**\$50,000**





## URBAN WILDS INITIATIVE

**\$75,000**

Department of Planning & Community Development



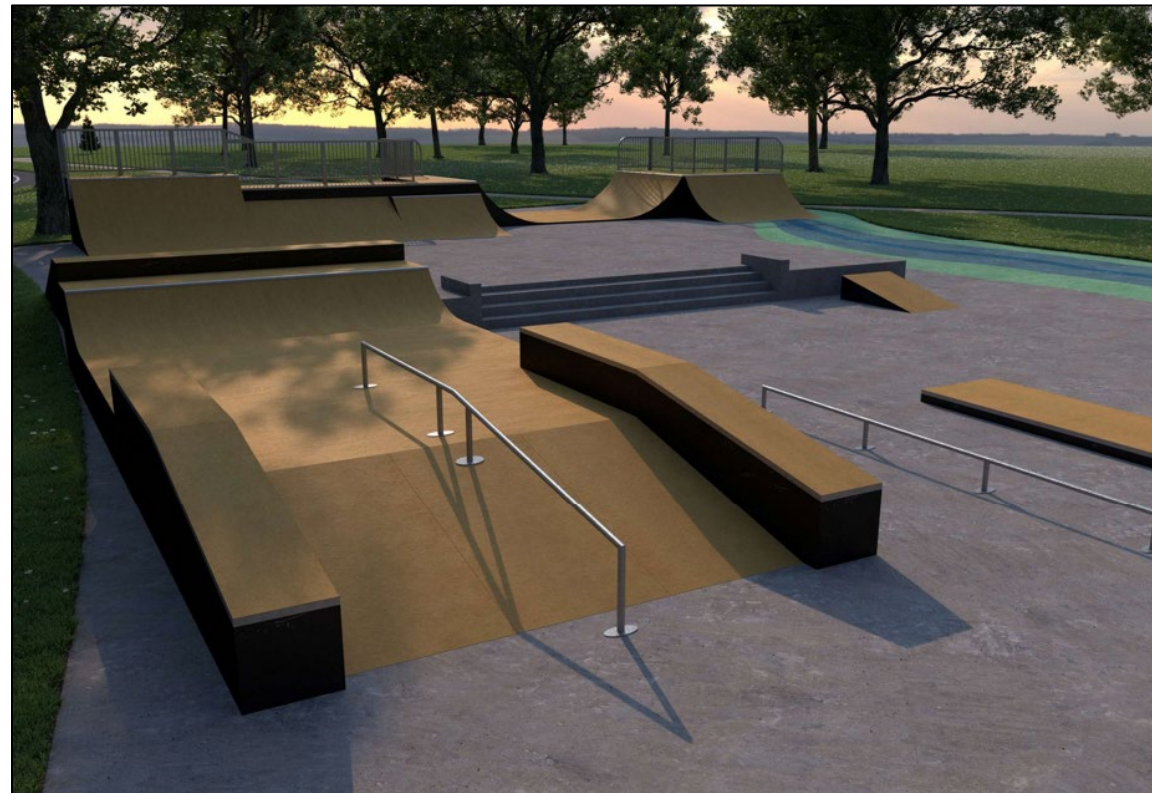


# MCCLENNEN PARK COMMUNITY GARDEN

Arlington Parks & Recreation

**\$250,000**

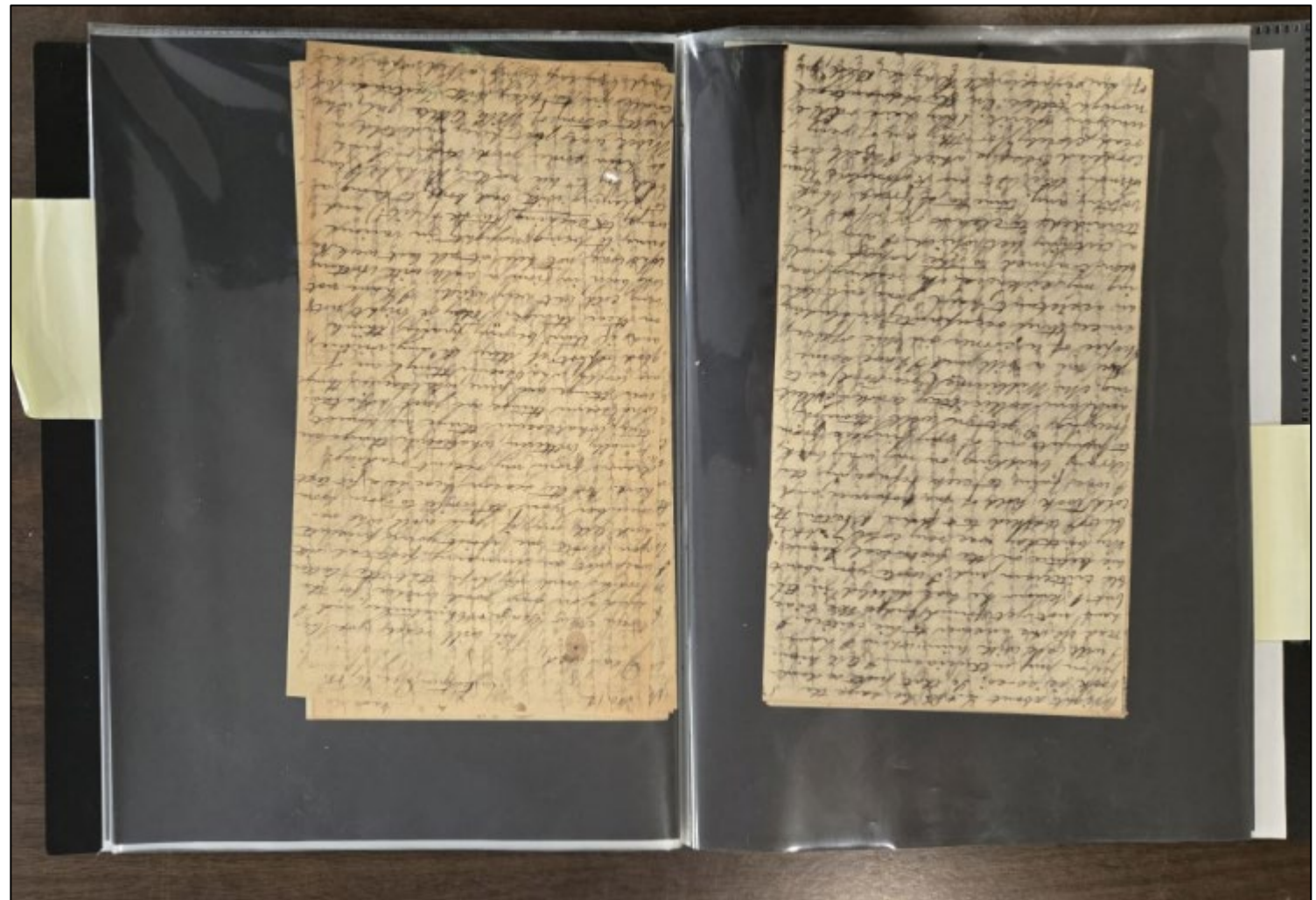
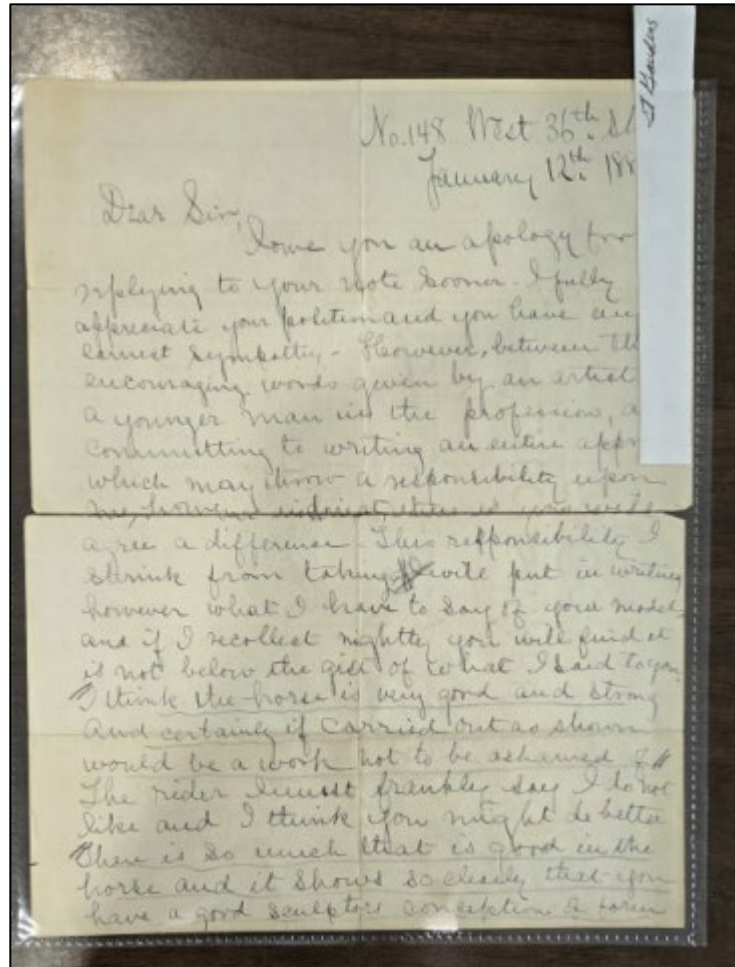




# MCCLENNEN SKATE PARK

Arlington Parks & Recreation

**\$545,125.50**

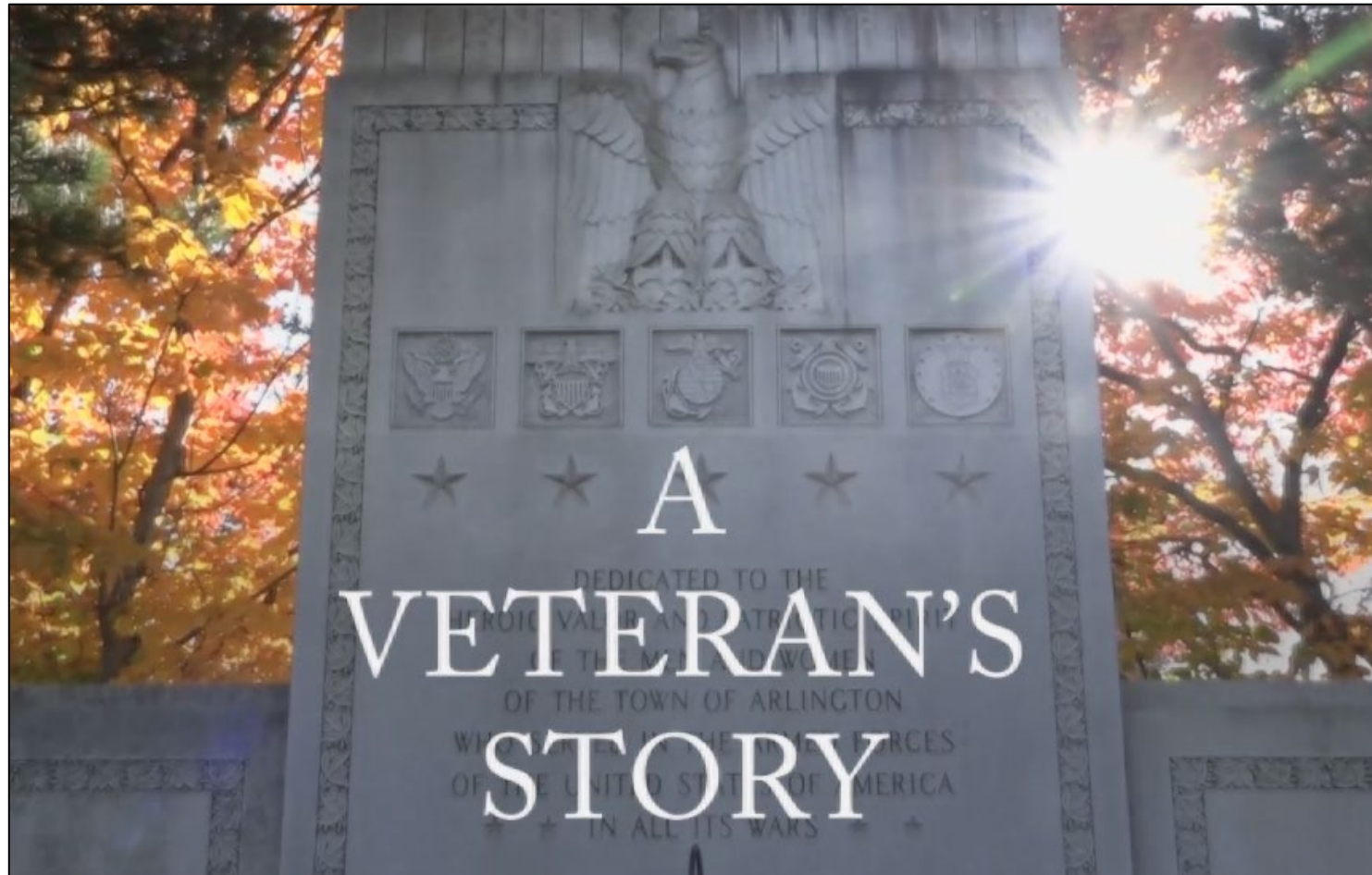


# ARCHIVES PRESERVATION – DIGITIZING AND REHOUSING

**\$75,972**

Cyrus Dallin Art Museum





## **ARLINGTON VETERANS ORAL HISTORY PROJECT**

**\$25,000**

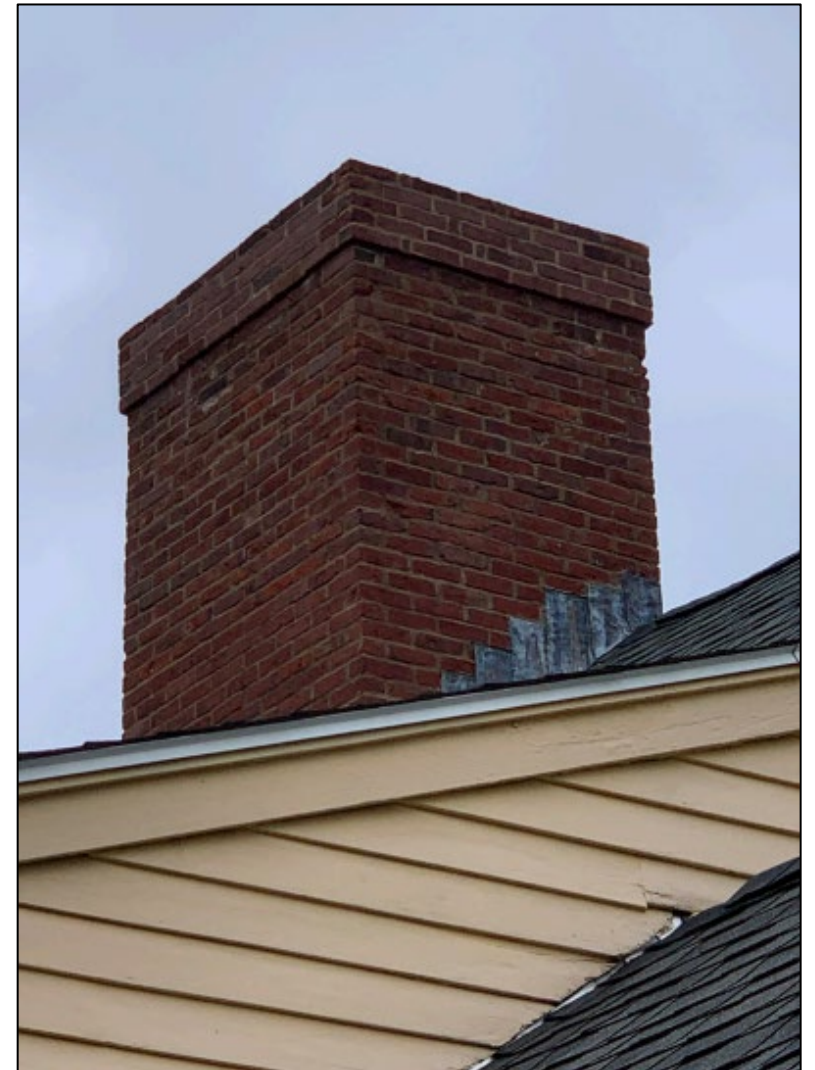
Veterans Services / Veterans Council





## JASON RUSSELL HOUSE CHIMNEY CAPPING

Arlington Historical Society



**\$4,500**

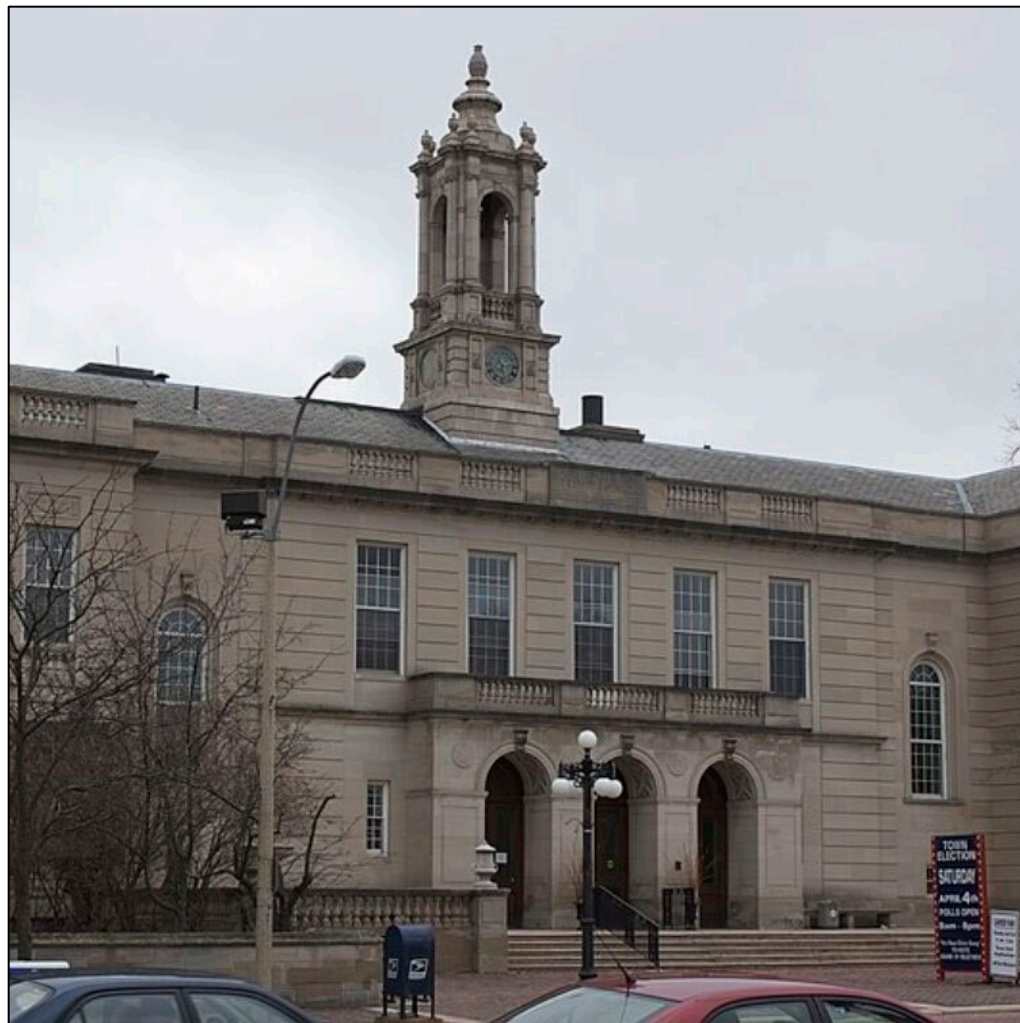


# PARMENTER EXTERIOR PRESERVATION

Town of Arlington

**\$500,000**





## TOWN HALL BUILDING ENVELOPE

Town of Arlington

**\$300,000**

FY26 Community Preservation Act		
Project Title	Applicant(s)	Application
Community Housing		
Winslow Towers Fire Alarm Upgrade Project	Arlington Housing Authority	\$ 275,132
Affordable Housing Trust Fund	Affordable Housing Trust Fund Board	\$ 545,125.50
	Community Housing Subtotal	\$ 820,258
Open Space/Recreation		
Public Lands Tree Survey	Open Space Committee	\$ 50,000
Urban Wilds Initiative	Department of Planning & Community Development	\$ 75,000
McClennen Park Community Garden	Arlington Parks and Recreation	\$ 250,000
McClennen Skate Park	Arlington Parks and Recreation	\$ 545,125.50
	Open Space/Recreation Subtotal	\$ 920,126
Historic Preservation		
Archives Preservation - Digitizing and Rehousing	Cyrus Dallin Art Museum	\$ 75,972
Arlington Veterans Oral History Project	Veterans Services / Veterans Council	\$ 25,000
Jason Russell House Chimney Capping	Arlington Historical Society	\$ 4,500
Parmenter Exterior Preser vation	Town of Arlington	\$ 500,000
Town Hall Building Envelope	Town of Arlington	\$ 300,000
	Historic Preservation Subtotal	\$ 905,472
	Subtotal, FY26 CPA Applications	\$ 2,645,855
	CPAC Administrative Expenses Account	\$ 72,000
	Grand Total	\$ 2,717,855

FY2026 Estimated Available Funds for Appropriation		
Total Town CPA tax revenue estimate for FY26	\$ 2,075,745	
FY26 Estimated State Match	\$ 311,362	State Match, 15% of anticipated 2026 CPA estimate
Remaining Funds from FY25. Interest and Turnbacks	\$ 330,748	
Total CPA Estimate Available for Distribution	\$ 2,717,855	



## Town of Arlington, Massachusetts

---

### Community Development Week April 21-25, 2025

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	CDBG_Proclamation.pdf	Proclamation

OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH

730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**PROCLAMATION**

**To recognize the week of April 21-25, 2025, as Community Development Week**

**WHEREAS:** the week of April 21-25, 2025 has been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) Program; and

**WHEREAS:** the CDBG Program provides annual funding and flexibility to local communities to provide decent, safe and affordable housing, a suitable living environment, and economic opportunities to low- and moderate-income people; and

**WHEREAS:** over the past 50 years, our community has received over \$60 million dollars in CDBG funds; and

**WHEREAS:** each year, affordable housing and affordable housing rehabilitation activities, public service activities, public facilities and improvements activities, and economic development activities are funded;

**NOW, THEREFORE, BE IT RESOLVED,** that the Town of Arlington designates the week of April 21-25, 2025 as National Community Development Week in support of this valuable program that has made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community.

**BE IT FURTHER RESOLVED,** that our community opposes any attempts to eliminate the programs and urges Congress to recognize the outstanding work being done locally and nationally by CDBG by supporting CDBG in FY 2026.

\_\_\_\_\_  
**SELECT BOARD**

\_\_\_\_\_  
**OF THE**

\_\_\_\_\_  
**TOWN**

\_\_\_\_\_  
**OF**

\_\_\_\_\_  
**ARLINGTON**

A true record  
ATTEST:

By: \_\_\_\_\_  
Board Administrator



## Town of Arlington, Massachusetts

---

**Minutes of Meetings: March 10, 2025; March 17, 2025; March 24, 2025**

**ATTACHMENTS:**

Type	File Name	Description
▣ Reference Material	03.10.2025_draft_minutes.pdf	Draft 03.10.2025 Minutes
▣ Reference Material	03.17.2025_draft_minutes.pdf	Draft 03.17.2025 Minutes
▣ Reference Material	03.24.2025_draft_minutes.pdf	Draft 03.24.2025 Minutes



## Select Board Meeting Minutes

Date: Monday, March 10, 2025

Time: 7:15PM

Location: Members of the public may access the hybrid meeting via the Select Board Chambers, Zoom, or ACMI

Present: Mr. DeCoursey, Chair, Mr. Hurd, Mr. Diggins, Mr. Helmuth

Also Present: Mr. Feeney, Mr. Cunningham, Ms. Maher

Absent: Mrs. Mahon, Vice Chair

### 1. Legislative Provision for Remote Participation

Mr. DeCoursey opened the meeting by stating that tonight's meeting is being conducted via Zoom, is being recorded and is also being simultaneously broadcasted on ACMI. Because all members are present, votes will be taken by voice unless a roll call is required. Persons wishing to join the meeting by Zoom may find information on how to do so on the Town's website. Persons participating by Zoom are reminded that they may be visible to others and then if you wish to participate, you are asked to provide your full name in the interest of developing a record of the meeting. Further, all participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves. Both Zoom participants and people watching on ACMI can follow the posted agenda materials, also found on the Town's website using the Novus agenda platform.

### 2. FY2025 Second Quarter Financial Report

Jim Feeney, Town Manager

Ida Cody, Comptroller

Ms. Cody presented the budget report for the second quarter of fiscal year 2025, covering the period ending December 31, 2024. Stating that overall, departments are spending 50% with a few exemptions that include the IT Department at 71% and the Facilities Department at 78%. Ms. Cody explained that the revenue is tracking at 53% overall; noting that motor vehicle excise tax is at 14% for the period but has since increased to 71% as of the latest collection. The marijuana revenue is declining, down to 35% and may need a lower projection for future fiscal years. Ms. Cody explained that interest income is at 500% due to favorable rates and capital project funds in the bank. The enterprise funds are all tracking as expected for this point in the fiscal year.

The Board members asked some follow-up questions, particularly around the trends in marijuana revenue, which Ida Cody provided additional context on. Overall, the report was well-received by the Board.



Mr. Helmuth moved receipt of the report.

SO VOTED (4-0)

### **CONSENT AGENDA**

3. Minutes of Meetings: February 12, 2025; February 24, 2025
4. Request: Contractor Drainlayer License  
Robert J. Devereaux Corp.  
Jennifer McGaffigan  
Malden, MA 02148  
Rapid Flow Inc.  
Mark Meads  
Chelsea, MA 02150
5. Arlington Farmers' Market Banners  
Johanna Niles, Arlington EATS
6. Banner Extension for Arlington's 250th Commemoration  
Katie Luczai, Economic Development Coordinator
7. Amend Placement of Art Installation for Arlington 250th Celebration  
Christine Bongiorno  
Deputy Town Manager-Operations
8. Amended Vote: Arlington Heights Business District Proposed Safety Zone  
Transportation Advisory Committee
9. Arlington Education Foundation 5K Race on May 18, 2025  
Laura Fuller, Arlington Education Foundation
10. Request: Special (One Day) Beer & Wine License, 3/29/2025 @ Robbins  
Memorial Town Hall for the Arlington Center for the Arts Annual Fundraiser  
Tom Formicola
11. Request: Special (One Day) Beer & Wine License, 03/22/2025 @ Robbins  
Memorial Town Hall for Beats for Fundraiser  
Andi Doane, Arlington Eats

Mr. Diggins moved approval of items 3-7, 10, 11

SO VOTED (4-0)

Mr. Hurd moved approval of item 8.

SO VOTED (4-0)

Mr. Hurd moved approval of item 9 with the condition of 6 police officers.

SO VOTED (4-0)

### **FOR APPROVAL**

12. Request: Exclusive Use of Lowell Street Parking  
Watermill Place Board of Trustees

Al Tosti, representing the Water Mill Place Condominium Association, appeared before the Board to request exclusive use of parking spaces on Lowell Street during their upcoming construction project. Key points of his presentation include:

- The condominium complex has 130 units and is undertaking a major repair project to address water infiltration in their garage.
- The construction will take the garage, back carport, and back parking lot out of commission, reducing their available parking.
- They have arranged to rent some spaces on Ryder Street, but this is about three blocks away, which creates significant hardship for elderly and handicapped residents.
- They initially requested exclusive use of 10-14 parking spaces directly in front of their building, with suspension of one-hour and overnight parking restrictions.

The Board thanked Mr. Tosti for his presentation and noted that the resolution was modified to issue 12 parking passes to Water Mill Place residents and designate a temporary loading zone in front of the building until November 1, 2025. This will allow residents to use the passes to exempt them from parking time restrictions.

Mr. Hurd moved the approval of 12 parking permits.

SO VOTED (4-0)

Mr. Hurd moved approval of temporary loading zone until 11/1/2025. SO VOTED (4-0)

## **APPOINTMENTS**

### 13. Arlington Commission for Arts and Culture

Nora Chan (Term to Expire: 01/31/2026)

Ms. Chan appeared before the Board and stated that she has been an Arlington resident since 1991 and has a background in communications and marketing. Ms. Chan is excited to bring her expertise to the commission. The Board thanked Ms. Chan for her willingness to serve and looks forward to working with her in the future.

Mr. Diggins moved approval.

SO VOTED (4-0)

## **LICENSES & PERMITS**

### 14. For Approval: Package Store License DBA Name Change

Roshani 1 Enterprise D/B/A Mass Ave Wine and Spirits, Vinod Chandra Zaveri,  
137 Massachusetts Avenue

The applicant did not appear before this Board. This was tabled to the Board's next meeting.

### 15. For Approval: Wine and Malt Alcohol License Amendment

Drad Group Inc, Makalu Nepali & Indian Cuisine, Bishnu Dabadi, 352A  
Massachusetts Avenue

The applicant for Makalu Indian and Nepali Bistro, appeared before the Board and stated that initially their restaurant started as a takeout spot in August 2023, which has since transformed into a bistro cafe with a different atmosphere. Mr. Zaveri stated that when

they originally applied for their wine and malt license, there was an administrative error in their application. The Alcoholic Beverages Control Commission (ABCC) requested that they:

- Add the name of a fourth partner that was previously omitted
- Provide additional documentation, including:
- Updated corporate documents - Bank statements

Makalu worked to correct these issues and resubmitted the necessary paperwork to the office.

Mr. Hurd moved approval.

SO VOTED (4-0)

### **TRAFFIC RULES & ORDERS / OTHER BUSINESS**

#### 16. Mill Street Parking Restriction

Jim Feeney, Town Manager

Mr. Feeney presented a request before the Board to modify parking restrictions on Mill Street, specifically related to the new traffic pattern around Arlington High School. Key points of his presentation include:

- The changes are a result of the new traffic signal at Mill Street and Millbrook Drive;
- During the afternoon school rush hour, two parking spots near 14 and 16 Mill Street were identified as problematic;
- The proposal is to add a parking restriction from 2:30 PM to 3:30 PM (similar to existing morning restrictions);
- The restriction is intended to prevent traffic queuing that forces motorists to cross the double yellow line

Mr. Feeney also took the opportunity to update the traffic rules and orders to more accurately reflect the current parking situation on Mill Street as he noted that they did not accurately reflect parking as it currently exists on Mill Street in any segment. The Board thanked Mr. Feeney for the presentation and appreciated the effort to update and clarify the Traffic Rules & Orders.

Mr. Hurd moved approval.

SO VOTED (4-0)

### **WARRANT ARTICLE HEARINGS**

#### 17. Articles for Review:

*Article 9 Bylaw Amendment / Observance of Town Employee Holidays*

Mr. Helmuth moved to table Article 9 until 3/17/2025.

SO VOTED (4-0)

*Article 12 Bylaw Amendment / Expanding Town Committee Membership Eligibility to all Residents*

Joshua Soloman, applicant, appeared before the Board and stated that the purpose of the proposed Bylaw change is to promote inclusivity with the Town Boards, Commissions and Committees. Mr. Soloman noted that three committees currently use the language "resident" rather than "registered voters". Mr. Soloman noted that this proposal aims to standardize committee membership criteria and make it easier for a wider range of

Arlington residents to serve on town committees, regardless of their voter registration status and potentially allow young people under 18 to serve on committees, depending on the committee's selection procedures.

The Board discussed the potential legal implications of the change, which were broad enough to encompass minors as eligible for membership. The Board and Town Counsel discussed how the spirit of the proposed change could be preserved while mitigating risk against the Town.

Mr. Hurd favorable action on the proposed change pending the Legal Department's prospective edits to the proposed bylaw change to expressly require that the age of majority is a threshold requirement for membership on Town Boards, Commissions and Committees. SO VOTED (4-0)

*Article 13 Home Rule Legislation / Arlington Redevelopment Board as the Town of Arlington Board of Survey*

Mr. Helmuth recused himself

Ms. Suarez, Assistant Director of Planning and Community Development, appeared before the Board and stated the article is intended to clarify the role of the Board of Survey and the Town. Ms. Suarez explained that a prior statute from 2009 named the Arlington Redevelopment Board as the Board of Survey, but Arlington's Town Manager Act, another statute, had not been updated to reflect the 2009 statutory change. As a result, Assistant Director Suarez explained that the purpose of this proposed legislation is to bring the Town Manager Act in line with existing law. The Board discussed the timing of the change.

Mr. Diggins moved favorable action. SO VOTED (3-0)

*Article 14 Home Rule Legislation / Real Estate Transfer*

Mr. Helmuth recused himself.

Sarah Suarez, the Town's Assistant Director of Planning for the Department of Planning and Community Development, spoke regarding the rationale behind the proposed legislation. Ms. Suarez explained that this legislation was originally filed in 2023 pursuant to the Town's Annual Town Meeting passage of Article 25. Ms. Suarez stated that the goal of the legislation is to secure a consistent and independent source of for the Town's Affordable Housing Trust in order to support affordable housing throughout the Town. The Board discussed the importance of the Town's leadership with the initial legislation in 2023.

Mr. Hurd moved favorable action. SO VOTED (3-0)

*Article 15 Home Rule Legislation / To Amend the Senior Citizen Property Tax Exemption*

Mr. Diggins moved to table to 3/24/2025. SO VOTED (3-0)

*Article 17 Home Rule Legislation / Rodenticide*

Mr. Helmuth recused himself from this article.

Elaine Crowder, applicant, appeared before the Board and stated that the purpose of the proposed legislation noting that this was not enacted in the previous legislative session in 2022. Other municipalities like Brookline, Newton, and potentially Lexington, Belmont, and Winchester are joining similar efforts. Ms. Crowder stated some of the reasons for resubmitting the petition:

- Demonstrate persistent importance of addressing rodenticide threats
- Join the rising voices about dangers of second-generation rodenticides
- Arlington's location on the Mystic watershed makes wildlife protection critical
- Wildlife in Arlington continues to suffer deaths from these rodenticides

Ms. Crowder emphasized that the original town-land-only ban was insufficient, and a broader initiative across public and private properties is necessary. The goal is to pass the Home Rule petition at the state level, which would then allow Arlington's previously passed bylaw to go into effect. Ms. Crowder noted that this effort has already sparked broader discourse, with two bills now introduced at the state house to prohibit anticoagulant rodenticides, which she attributes to Arlington's leadership on this issue.

Laura Keisel, applicant, appeared before the Board and presented on rodenticide impacts which include Wildlife Mortality Data:

- Since Arlington's 2022 Home Rule petition, 21 wildlife mortalities have been confirmed
- 8 mortalities recorded since late November 2024
- 17 of 21 were confirmed through necropsy and liver panel testing
- Almost all animals tested had lethal or multiple times the lethal range of rodenticide exposure

Specific Wildlife Losses include:

- Owls at Menotomy Rocks Park (mother and two fledglings)
- MK the bald eagle (matriarch of the nest died in March 2023)
- Cooper's Hawk nest at Spy Pond
- Multiple species affected: barred owls, red-tailed hawks, screech owls, skunks, and foxes

Ms. Keisel noted that six municipalities have submitted similar Home Rule petitions and local conservation groups have provided letters of support. Ms. Keisel noted that two state bills were introduced in January to prohibit anticoagulant rodenticides.

The following members of the public spoke:

Lynette Culverhouse, Draper Avenue

Mr. Hurd moved favorable action.

SO VOTED (4-0)

*Article 18 Home Rule Legislation / Ranked Choice Voting*

Mr. Helmuth recused himself

Mr. Denis proponent of the article appeared before the Board and noted that the proposed legislation was originally filed in 2023 pursuant to the 2021 Annual Town Meeting's passage of Article 24. Mr. Denis noted that Town Meeting passed this article with 84% of

the vote in favor and noted that if favorable would require a local ballot question. Mr. Denis noted some reason for resubmitting including:

- Boston is likely to pass a similar Home Rule petition, which may make the legislature more receptive
- Potential for more transparent legislative committee rules
- Other municipalities are refiling similar petitions

Proposal Details:

- No substantive changes from the previous legislation
- Clarified some language
- Adopted a few best practices in minor details

Mr. Denis noted that the proposed legislation aims to improve fairness and vibrancy of local elections and supports more inclusive voting methods. The presentation emphasized the importance of local control in election processes and the potential for ranked choice voting to improve electoral representation.

The Board thanked Mr. Denis for the presentation on the warrant article. Some Board members expressed their support for single seat ranked choice voting but had reservations about multi-seat elections.

Mr. Hurd moved favorable action.

SO VOTED (2-1)

Mr. DeCoursey voted in the negative.

*Article 19 Home Rule Legislation / William Pilleri*

Mr. Helmuth recused himself

William Pilleri, proponent of the warrant article appeared before the Board and stated that he is a lifelong Arlington resident who is seeking to give back to the community and serve as a firefighter. The purpose of the proposed legislation is to seek relief for Mr. Pilleri at the local level to permit him to be a candidate for the Town's Fire Department at the age of 32. The proposed legislation is required because state law as applied to the Town currently does not permit candidates aged 32 or older to be appointed as Firefighters. The Board thanked Mr. Pilleri for his commitment to serving the Town.

Mr. Hurd moved favorable action.

SO VOTED (3-0)

## **FINAL VOTES & COMMENTS**

Articles for Review:

- |            |  |
|------------|--|
| Article 6  | Bylaw Amendment / Town Meeting Procedural Rules                        |
| Article 7  | Bylaw Amendment / Energy Efficiency and Electrification Revolving Fund |
| Article 8  | Bylaw Amendment / Canine Control                                       |
| Article 10 | Bylaw Amendment / Poet Laureate of Arlington                           |
| Article 22 | Endorsement of CDBG Application  |
| Article 23 | Revolving Funds  |
| Article 24 | Revolving Fund / 17 Irving Street                                      |

Mr. Helmuth moved favorable action on Articles 7, 10, 22, 23, 24. SO VOTED (4-0)

### **NEW BUSINESS**

Mr. Diggins requested an agenda item to resolve overnight parking policy before March 31, despite the pilot program running until the end of June. Mr. Diggins proposed adding an appreciation agenda item for Jeff Maxtitus, who resigned from the Transportation Advisory Committee.

Mr. DeCoursey provided an update on the Mugar property reporting that the Conservation Commission had a tie vote (2-2) on the Notice of Intent. Mr. DeCoursey stated that the applicant can now seek a superseding order from the Department of Environmental Protection and will discuss potential staff review of environmental conditions with the Town Manager.

Mr. Cunningham noted that remote participation provisions expire at the end of the month and stated that four bills are pending with the state legislature where he has scheduled a meeting with the Massachusetts Lawyers Association legislative committee to discuss these bills.

Mr. Feeney announced the signing of a letter from the Metropolitan Area Planning Council and congratulated four new police officers who started the academy: Edward Hassler, John Kelly, Ryan Duarte, and Casey Battles.

Next Scheduled Meeting of Select Board March 17, 2025

Mr. Hurd moved to adjourn at 9:31p.m.

A true record attest.

Ashley Maher  
Board Administrator

3/10/2025

Agenda Item	Documents Used
1	
2	Q2 Budget Report
3	Draft Minutes 02.12.2025 Draft Minutes 02.24.2024
4	Contractor Drainlayer License Reference
5	Banner Application Banner Locations Banner Designs Banner Schedule
6	Banner Extension Application
7	Amend Placement of Art Installation Reference

8	Memo from Select Board to Amend Vote Reference
9	Special Event Application Map with Police Details Police Comments Police Recommendations
10	Special (One Day) Beer & Wine License Reference
11	Special (One Day) Beer & Wine License Reference
12	Request Parking Diagram Police Recommendations
13	N. Chan Reference
14	Application Inspection Reports
15	Amended Application Inspection Reports
16	Memo from Town Manager
17	Warrant Article Text Town Counsel Memo WA 15 Memo WA 15 Reference WA 17 Reference WA 17 Reference 2 WA 17 Reference 3 WA 17 Reference 4 WA 18 Fact Sheet WA 18 Reference WA 15 Presentation
FV&C	Draft Votes and Comments





## Select Board Meeting Minutes

Date: Monday, March 17, 2025

Time: 7:15PM

Location: Members of the public may access the hybrid meeting via the Select Board Chambers, Zoom, or ACMI

Present: Mr. DeCoursey, Chair, Mrs. Mahon, Vice Chair, Mr. Diggins, Mr. Helmuth

Also Present: Mr. Feeney, Mr. Cunningham, Ms. Maher

Absent: Mr. Hurd

### 1. Legislative Provision for Remote Participation

Mr. DeCoursey opened the meeting by stating that tonight's meeting is being conducted via Zoom, is being recorded and is also being simultaneously broadcasted on ACMI. Because all members are present, votes will be taken by voice unless a roll call is required. Persons wishing to join the meeting by Zoom may find information on how to do so on the Town's website. Persons participating by Zoom are reminded that they may be visible to others and then if you wish to participate, you are asked to provide your full name in the interest of developing a record of the meeting. Further, all participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves. Both Zoom participants and people watching on ACMI can follow the posted agenda materials, also found on the Town's website using the Novus agenda platform.

## **CONSENT AGENDA**

### 2. Reappointments

Elderly & Disabled Tax Relief Committee

Michael Quinn (Term to Expire: 01/31/2028)

Jim Munsey (Term to Expire: 01/31/2028)

### 3. Banner Design Update for Arlington's 250th Commemoration

Cecily Miller, Arlington Commission for Arts & Culture

### 4. Acceptance: Boston MPO Community Connections Grant

John Alessi, Senior Transportation Planner

### 5. Approval: Arlington/Newton Memorandum of Agreement for MPO Community Connections Grant

John Alessi, Senior Transportation Planner

6. Confirmation Vote: Affirm License Granted to Owner of 125 Broadway in 1972  
Michael Cunningham, Town Counsel

Mr. Helmuth moved approval.

SO VOTED (4-0)

### **LICENSES & PERMITS**

7. For Approval: Package Store License DBA Name Change  
Roshani 1 Enterprise D/B/A Mass Ave Wine and Spirits, Vinod Chandra Zaveri,  
137 Massachusetts Avenue

Mr. Zaveri appeared before the Board and stated that they purchased the business five years ago and are deciding to change the name to 'Mass Ave Wine and Spirits'.

Mrs. Mahon moved approval.

SO VOTED (4-0)

### **TRAFFIC RULES & ORDERS / OTHER BUSINESS**

8. Update: Park Avenue  
Jim Feeney, Town Manager

Mr. Feeney provided an update on Park Avenue traffic safety improvements, including:

- Deployment of orange flags at crossings, especially at Oakland Street
- Installation of a radar feedback sign by the police department to alert motorists of their speed and collect data
- Adding high-visibility neon green crossing signs, including "double siding" existing sign posts
- Ordering and preparing to install new advisory speed limit signs in the next couple of weeks
- Announcing a public forum on March 31 at 6:30 PM at town hall to review preliminary design concepts for three key intersections along the corridor

Mr. Feeney highlighted increased traffic enforcement, noting that traffic citations in February 2025 are up 250% compared to the previous year. Mr. Feeney emphasized the proactive approach to improving safety on Park Avenue. The Board thanked Mr. Feeney for the update regarding Park Avenue.

9. Statement of Interest in the MSBA's Accelerated Repair Program  
Alex Magee, Deputy Town Manager

Alex Magee, Deputy Town Manager and Talia Fox, Sustainability Manager appeared before the Board and presented the MSBA Accelerated Repair Program presentation focused on electrifying the Hardy School. Key points in the presentation included:

Project Goals:

- Replace a 2002 natural gas boiler with electric heat pumps
- Provide air conditioning to areas that currently lack it
- Support Arlington's net-zero greenhouse gas emissions goal by 2050

Financial Details:

- Estimated project cost between \$5-8 million
- Potential 43% reimbursement rate from MSBA
- Possible additional grants like Climate Leader Communities and Green School Works

Benefits:

- More energy-efficient heating and cooling
- Potential cost savings through heat pump technology
- Opportunity to add air conditioning to upper floors that currently become unbearably hot

Technical Considerations:

- Exploring air source vs. ground source heat pump options
- MSBA will conduct its own assessment of the most appropriate system
- Project would be a reimbursement model, requiring the town to fund upfront costs

The Board thanked Mr. Magee and Ms. Fox for their presentation and expressed their support for the project's environmental and practical benefits.

Mrs. Mahon moved approval.

SO VOTED (4-0)

10. Future Select Board Meetings

The Board voted the following meeting dates:

April 7, 2025  
 April 28, 2025  
 May 19, 2025  
 June 9, 2025  
 June 23, 2025

**WARRANT ARTICLE HEARINGS**

11. Articles for Review:

*Article 9 Bylaw Amendment / Observance of Town Employee Holidays*

Mr. Feeney noted that Warrant Article 9 addresses town employee holidays, specifically how holidays falling on a Friday are handled. Key points of the presentation included:

Proposed Bylaw Amendment:

- Clarify procedures when a holiday falls on a Friday
- Ensure consistency with federal practice and labor contracts

Main Considerations:

- When a holiday falls on a Friday, town hall would close
- If the holiday falls on a Thursday, town hall would close at 4 PM
- Maintain flexibility for management in handling unique circumstances

Mr. Feeney explained why they did not want to codify the Thursday closure in the bylaw noting that maintaining flexibility allows management to adapt to different scenarios. The Board appreciated the rationale for consistency, recognizing that this is a rear occurrence

happening only every few years and noted that Human Resources would communicate holiday treatment clearly to employees.

Mr. Helmuth moved favorable action.

SO VOTED (4-0)

*Article 11 Bylaw Amendment / Arlington Historical Commission Inventory*

Lois Kaznizki and Timur Kaya Yontar, proponents of Warrant Article 11 appeared before the Board and noted that the proposed amendments to the Town Bylaws would create a process for homeowners to remove their properties from the Town's historic structures inventory. This article aims to create a structured process for homeowners to challenge their property's inclusion in the historic inventory while maintaining the commission's expertise and preservation goals. Key points of the presentation include:

Proposed Process:

- Homeowners could petition the Historical Commission to remove their property from the inventory
- Commission would hold a hearing and render a decision
- Reasons for removal could include over-inclusion or changes made during periods of non-enforcement

Proponents' Perspective:

- Correct past mistakes in the inventory
- Provide homeowners agency in the process
- Not intended to undermine the Historical Commission

The following members of the public spoke regarding this warrant article:

Michael Gervais, Co-Chair of the Arlington Historic Commission

Pamela Meister, member of the of the Arlington Historic Commission

Eric Stange, member of the of the Arlington Historic Commission

Historical Commission's Concerns:

- Worried about increased workload
- Currently understaffed (two vacancies for five years)
- Concerned about potential flood of removal requests
- Believe most properties should remain on the inventory

The Board noted the need for a balanced approach and discussed a potential time limit for the commission's response. The Board suggested mirroring other Town Commissions for hearing and decision timelines. The Board requested further refinement of the language, particularly around timing of hearings and commission's response from the Legal Department.

Mr. Helmuth moved favorable action.

SO VOTED (4-0)

*Article 20 Acceptance of Legislation / Clause 22I of M.G.L. Chapter 59, §5*

Colonel Philip McGovern, the Town's Director of Veteran Services appeared before the Board and explained that a recent state law, the "HERO" Act, permits the Town to accept certain legislation at a local level to increase the amount of tax exemption granted to



verterans on their domiciles on an annual basis under certain other clauses of ch. 59 through a cost of living ('COLA') increase. Colonel McGovern noted that current exemptions are not reimbursed by the Commonwealth.

Exemption Characteristics:

- Applies to disabled veterans
- Uses a graduated scale of disability severity
- Includes exemptions for veterans who passed away in service
- Not applicable to all veterans, but to specific categories

Rationale:

- Aligns veterans' exemptions with existing cost-of-living increases
- Supports disabled veterans and their survivors
- Provides a systematic approach to adjusting exemption values

The Board thanked Colonel McGovern for his research and preparation and appreciated the detailed framework and structure and noted the careful approach to implementing the exemption.

Mrs. Mahon moved favorable action.

SO VOTED (4-0)

#### *Article 21 Acceptance Legislation / Chapter 399 of the Acts of 2024*

Paul Schlichtman, Chair of the School Committee, appeared before the Board and explained that local acceptance of this provision would permit the Town to install school bus monitoring violation systems on buses ridden by the Town's students. Key points from Mr. Schlichtman's presentation include:

Legislation Details:

- Acceptance of Chapter 399 of the Acts of 2024
- Enables photo enforcement for school bus violations
- Allows installation of cameras on school buses to catch traffic violations

Background Context:

- Salem and Peabody piloted similar programs
- Peabody discovered over 3,400 violations in their initial implementation
- Legislation was supported by Massachusetts Association of School Committees

Implementation Process:

- This article is merely acceptance of the legislation and does not guarantee immediate implementation
- Would require further discussion with police chief and public safety officials
- School committee would need to vote to proceed after town meeting acceptance

Legal Considerations:

- Statute includes limitations on video usage
- Videos can only be used for school bus violations
- Limited retention period (approximately 30 days)
- Would result in citations, not criminal charges

The Board thanked Mr. Schlichtman for his presentation and viewed this warrant article as a preliminary step to explore potential school bus safety measures.

Mr. Diggins moved favorable action.

SO VOTED (4-0)

*Article 46 Endorsement of Parking Benefit District Expenditures*

Warrant Article 46 covered the Parking Benefit District expenditures for Fiscal Year 2026. Mr. Feeney's presentation highlighted:

Budget Overview:

- Budgeting conservatively at 85% of previous fiscal year's revenue
- Proposed \$260,000 deficit due to two major projects

Major Projects:

- \$200,000 for Russell Common lot improvements:
  - Redesign landscaped areas around perimeter
  - Reconstruct parking lot islands
  - Improve tree canopy conditions
  - Create more pervious surfaces
- \$60,000 for multi-space meter kiosk replacement:
  - Replace three kiosks at Russell Common, railroad lot, and library
  - Improve user experience
  - Reduce maintenance costs

Additional Highlights:

- Increase in decorative lighting budget
- Potential to spread lighting improvements to East Arlington and other areas
- Aim to reinvest parking meter revenues into district improvements

The Board noted that this is prepared by the Town Manager and the Parking Advisory Committee for endorsement by the Finance Committee and Capital Planning Committee respectively.

Mr. Helmuth moved favorable action.

SO VOTED (4-0)

**FINAL VOTES & COMMENTS**

Articles for Review:

Article 6 Bylaw Amendment / Town Meeting Procedural Rules  
Article 8 Bylaw Amendment / Canine Control  
Article 12 Bylaw Amendment / Expanding Town Committee Membership Eligibility to all Residents

Mrs. Mahon moved favorable action on articles 6, 8, 12 and would like the votes to reflect her voting in the affirmative.

SO VOTED (4-0)

Article 13 Home Rule Legislation / Arlington Redevelopment Board as the Town of Arlington Board of Survey  
Article 14 Home Rule Legislation / Real Estate Transfer  
Article 15 Home Rule Legislation / To Amend the Senior Citizen Property Tax Exemption  
Article 17 Home Rule Legislation / Rodenticide  
Article 18 Home Rule Legislation / Ranked Choice Voting  
Article 19 Home Rule Legislation / William Pilleri

Mr. Helmuth recused himself from the comments on articles 13,14,15,17,18,19

Mrs. Mahon moved favorable action on articles 13,14,15,17,18,19 and would like the votes to reflect her voting in the affirmative. SO VOTED (3-0)

### **NEW BUSINESS**

Mr. Cunningham noted that the Massachusetts House passed a bill extending hybrid/remote meetings through June 2027 and the Senate expected to take up the bill soon.

Mr. Diggins suggested investigating parking violation fines, especially for overnight parking and expressed concern about non-enforcement of business signage bylaws, particularly in East Arlington noting that some businesses are not following window signage rules.

Mrs. Mahon reported on Save the Mystic River Brooke Initiative noting that members met with Somerville City Council President and discussed long-standing CSO outfall violations.

Mr. Helmuth announced that candidate's night is scheduled for Wednesday and encouraged public attendance for townwide office candidates and wished the chair luck during the event.

Mr. DeCoursey mentioned the upcoming overnight parking discussion on March 24<sup>th</sup>. Mr. DeCoursey further noted that he attended a productive meeting about liquor license issues and plans to discuss seat minimums for alcohol licenses at an upcoming meeting.

Next Scheduled Meeting of Select Board March 24, 2025

Mrs. Mahon moved to adjourn at 10:08p.m. SO VOTED (4-0)

A true record attest.  
Ashley Maher  
Board Administrator

3/17/2025

Agenda Item	Documents Used
1	
2	Quinn Reference
3	Banner Amended Request Updated Banner Design

4	Memo from Planning Department
5	MOA Approval
6	License 1972 Select Board Minutes
7	Application Inspection Reports
8	Letter of Appreciation
9	Memo Presentation Climate Leaders Roadmap APS HVAC and Electrical Study – Hardy Electrification and Air Quality Master Plan SOI Vote Language
10	April – June Calendar
11	Warrant Article Text Warrant Article Memo Article 9 Reference Article 11 Reference Article 11 Presentation WA 20 Reference WA 20 Memo WA 46 Parking Benefits District Budget Memo
FV&C	Draft Votes and Comments





## Select Board Meeting Minutes

Date: Monday, March 24, 2025

Time: 7:15PM

Location: Members of the public may access the hybrid meeting via the Select Board Chambers, Zoom, or ACMI

Present: Mr. DeCoursey, Chair, Mrs. Mahon, Vice Chair, Mr. Hurd, Mr. Diggins, Mr. Helmuth

Also Present: Mr. Feeney, Mr. Cunningham, Ms. Maher

### 1. Legislative Provision for Remote Participation

Mr. DeCoursey opened the meeting by stating that tonight's meeting is being conducted via Zoom, is being recorded and is also being simultaneously broadcasted on ACMI. Because all members are present, votes will be taken by voice unless a roll call is required. Persons wishing to join the meeting by Zoom may find information on how to do so on the Town's website. Persons participating by Zoom are reminded that they may be visible to others and then if you wish to participate, you are asked to provide your full name in the interest of developing a record of the meeting. Further, all participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves. Both Zoom participants and people watching on ACMI can follow the posted agenda materials, also found on the Town's website using the Novus agenda platform. Finally, because one Select Board Member is participating remotely, each vote tonight will be taken by roll call vote.

## **FOR APPROVAL**

### 2. 250th Commemorative Public Art Installation

Katie Luczai, Economic Development Coordinator

Cecily Miller, Public Art Coordinator

The 250th commemorative public art installation is a project by artist Nilu Chala that creates a town-wide historical timeline. It involves placing red, white, and blue squares with dates and words along Mass Avenue, each linked to a website with more information. The project pairs 25 historic events with 25 contemporary stories, creating art cards that provide context and visual storytelling. The squares will be located in different neighborhoods, and the cards will be available in public spaces like libraries and cafes. The project aims to make Arlington's history more visible and engaging and has received grants from the Massachusetts Office of Travel and Tourism and Arts Arlington. The installation is set to be completed by April 6th, coinciding with the Town's 250th anniversary kickoff event.

Mr. Diggins moved approval.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes  
Mr. Helmuth: yes  
Mr. Hurd: yes  
Mr. Diggins: yes  
Mr. DeCoursey: yes

SO VOTED (5-0)

3. Mayors' Monarch Pledge

Elaine Crowder

Elaine Crowder, Arlington Invasives Army, appeared before the Board and stated that The Mayor's Monarch Pledge is a commitment to support monarch butterflies by taking at least three actions to build and maintain habitat. The pledge acknowledges the critical role of towns in preserving butterfly populations. Specific local actions include planting butterfly milkweed in East Arlington's rain gardens and removing black swallowwort, which kills monarch butterfly caterpillars. The pledge aligns with current Town land management and open space plans, and dovetails with existing environmental initiatives. It aims to encourage community collaboration and support pollinators while raising awareness about monarch butterfly conservation. The pledge needs to be signed by March 31st and supports not just monarchs, but other butterflies, insects, birds, and wildlife.

Mrs. Mahon moved approval.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes  
Mr. Helmuth: yes  
Mr. Hurd: yes  
Mr. Diggins: abstain  
Mr. DeCoursey: yes

SO VOTED (4-0)

**CONSENT AGENDA**

4. Renewals: Outdoor Dining and Sidewalk Cafe Applications

Sidewalk Cafe

Breadboard Bakery, 203 Broadway  
Butternut Bakehouse, 787 Mass. Ave.  
Capitol Theatre, 204 Mass. Ave.  
Del's Lemonade, 1050 Mass. Ave.  
The Fat Greek, 185 Mass. Ave.  
Greek Habits by Eva, 474 Mass. Ave.  
Otto, 202 Mass. Ave.  
Quebrada, 208 Mass. Ave.  
Starbucks, 327 Broadway  
Starbucks, 1465 Mass. Ave.  
Thai Moon, 315 Broadway  
Town Tavern, 201 Mass. Ave.

Za, 138 Mass. Ave.

Parklet (in Parking Space)

Roasted Granola, 1346 Mass. Ave.

Quilo's Taqueria, 164 Mass. Ave.

Zomsa, 434 Mass. Ave.

Both (Sidewalk Cafe and in Parking Space)

Tryst, 689 Mass. Ave.

5. Request: Special (One Day) Beer & Wine License, 03/28/2025 @ Robbins Memorial Town Hall for Dame Delicious 2025  
Robin Cohen / Les Dames Descoffier Boston, Inc.
6. Request: Special (One Day) Beer & Wine License, 04/05/2025, at Highrock Church for Private Event  
Carmen Maianu

Mr. Hurd moved approval.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Helmuth: yes

Mr. Hurd: yes

Mr. Diggins: yes

Mr. DeCoursey: yes

SO VOTED (5-0)

**APPOINTMENTS**

7. Board of Registrar of Voters

The Board of Registrars consists of three members representing the two leading political parties, with no more than two members from the same party. There was a vacancy from the Republican Party, and the Arlington Republican Town Committee submitted three names. After two candidates withdrew, Nicole Sammarco was the remaining candidate. Ms. Sammarco appeared before the Board and expressed her interest in serving on this committee. The Board thanked Ms. Sammarco for her willingness to serve and for giving back to the community. The Board looks forward to working with Ms. Sammarco in the future.

Mrs. Mahon nominated Ms. Sammarco to serve on the Board of Registrar of Voters.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Helmuth: yes

Mr. Hurd: yes

Mr. Diggins: yes

Mr. DeCoursey: yes

SO VOTED (5-0)

**TRAFFIC RULES & ORDERS / OTHER BUSINESS**



#### 8. Discussion and Approval: Alcohol Licenses Seating Capacity Minimums

Katie Luczai, Economic Development Coordinator, spoke in support of making changes to the Town's alcohol license regulations, specifically regarding seating capacity minimums. Ms. Luczai argued that for food establishments, alcohol provides an additional revenue source with a higher profit margin. Ms. Luczai noted that several local businesses have considered moving to a day cafe/evening bar model, and that lowering barriers to licenses would make setting up a business in Arlington more appealing. Ms. Luczai highlighted that other municipalities in Greater Boston have been reevaluating their alcohol policies, decreasing seating capacities and increasing the number of available licenses. Ms. Luczai's presentation supported the Board's discussion about reducing seating requirements for alcohol licenses to help local businesses succeed.

The Board discussed changes to alcohol license seating capacity minimums. The motivation was to make it easier for businesses to obtain licenses and support economic development. Currently, Arlington has issued all six of its available all-alcohol package store licenses. The changes aim to provide more flexibility for businesses, potentially allowing more establishments to obtain licenses. The board saw this as an incremental approach to licensing, with the option to adjust further in the future based on how the changes work in practice.

Mrs. Mahon moved to reduce the wine and malt seating minimum from 19 to 0, and the all-alcohol seating minimum from 50 to 20.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Helmuth: yes

Mr. Hurd: yes

Mr. Diggins: yes

Mr. DeCoursey: yes

SO VOTED (5-0)

#### 9. Discussion and Approval: Overnight Parking Pilot

The Board discussed making the overnight parking pilot program permanent. Mr. Diggins presented the data of the pilot, noting a 20% increase in demand from 76 to 93 permits, with a more balanced distribution between East Arlington and non-east precincts. The program allows residents to park overnight for a small fee, with provisions for financial hardship exemptions. Key points included:

- Keeping the current price point at \$1 per day
- Maintaining the current limit of 125 permits
- Reaching out to Town Departments to review overall parking policy
- Addressing potential future changes like permit locations and enforcement
- Recognizing the program helps residents, especially those with financial constraints

The board noted that future changes to the parking policy would require the Board's review and potential community input. The decision was seen as supporting residents' needs while maintaining flexibility for future adjustments.

Mr. Diggins moved approval.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Helmuth: yes

Mr. Hurd: yes

Mr. Diggins: yes

Mr. DeCoursey: yes

SO VOTED (5-0)

10. For Approval: Notice of Activity and Use Limitation (AUL) and Grant of Easement for Arlington High School Portion of the 51 Grove Street Site, RTN 3-4241

Thomas Fiore, Preti Flaherty; Thor Helgason, Charles Myette, Arlington

Remedial Action Settlement Trust

Mr. DeCoursey recused himself.

The Notice of Activity and Use Limitation (AUL) relates to the Arlington High School site, which has a history of environmental contamination from past industrial activities. Tom Fiore explained that the Town has been working with National Grid and Honeywell since 2001 to address this contamination. The AUL formalizes existing practices for maintaining the site's "condition of no significant risk" by:

- Documenting the nature and location of remaining contamination
- Establishing appropriate uses and activities
- Outlining inspection and maintenance procedures for engineered barriers
- Providing a mechanism for the town and industrial parties to enforce environmental safety

The document includes:

- An operation and maintenance plan
- Identification of consistent and inconsistent activities
- A grant of easement allowing industrial parties to enforce the AUL terms

The Board had a discussion focusing on the role of the Licensed Site Professional (LSP) in evaluating future site activities and potential costs. The Board noted that the 2001 settlement agreement between the Town and industrial parties remains in effect, providing a framework for ongoing environmental management.

Mr. Helmuth moved that the Board authorize the execution of a Notice of Activity and Use Limitation and a Grant of Use Restrictions and Access Easement with respect to the Arlington High School and adjacent land located at 869 Massachusetts Avenue, and further that Town Counsel take all necessary steps to record said Notice and Grant.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Helmuth: yes

Mr. Hurd: yes

Mr. Diggins: yes

Mr. DeCoursey: recused

SO VOTED (4-0)

## **WARRANT ARTICLE HEARINGS**

11. Articles for Review:

*Article 15 Home Rule Legislation / To Amend The Senior Citizen Property Tax Exemption*

Mr. Helmuth recused himself.

Article 15 is a Home Rule petition to amend the senior citizen property tax exemption. Dana Man, Director of Assessments, explained that the current legislation has unintended consequences due to rounding rules and tax rate limitations. Key points of the presentation include:

- The current act can result in no viable exemption options for applicants
- Some larger benefits might disqualify seniors from both local and state exemptions
- The proposed changes would allow use of existing funds in the overlay account
- The amendment ensures more flexibility in implementing the exemption
- The Board of Assessors voted 3-0 to support this change

The proposed language would allow funding the exemption through an "appropriation or transfer from existing funds" while not exceeding 1% of the municipality's tax levy. This modification aims to facilitate the implementation of the senior citizen tax exemption and provide more consistent benefits to qualifying residents.

Mrs. Mahon moved favorable action.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Helmuth: recused

Mr. Hurd: yes

Mr. Diggins: yes

Mr. DeCoursey: yes

SO VOTED (4-0)

*Article 16 Home Rule Legislation / Package Store Licenses*

Mr. Helmuth recused himself.

Article 16 is a Home Rule petition to increase the number of all-alcohol package store licenses in Arlington from 6 to 8. Mr. Feeney presented the proposal, highlighting that Arlington has already issued all 6 of its current licenses. Key points of the presentation include:

- The increase would help support economic development
- Currently, new businesses cannot obtain a license due to the cap
- The Alcoholic Beverage Control Commission suggests Arlington could support up to 10 licenses based on population
- The last license increase was in 2018, going from 5 to 6 licenses

The following members of the public spoke regarding this warrant article:

Peter Fiore

Grant Cook

The Board was in favor of increasing the number of package store licenses, with the understanding that the change would require town meeting approval and a subsequent ballot vote.

Mr. Hurd moved favorable action.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Helmuth: recused

Mr. Hurd: yes

Mr. Diggins: yes

Mr. DeCoursey: yes

SO VOTED (4-0)

### **FINAL VOTES & COMMENTS**

Articles for Review:

Article 9 Bylaw Amendment / Observance of Town Employee Holidays

Article 11 Bylaw Amendment / Arlington Historical Commission Inventory

Article 12 Bylaw Amendment / Expanding Town Committee Membership To All Residents

Article 18 Home Rule Legislation / Ranked Choice Voting

Article 20 Acceptance of Legislation / Clause 22I of M.G.L. Chapter 59,§5

Article 21 Acceptance Legislation / Chapter 399 of the Acts of 2024

Article 46 Endorsement of Parking Benefit District Expenditures

Mrs. Mahon moved favorable action on Warrant Articles 9, 12, 18, 20, 21, and 46

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Helmuth: yes

Mr. Hurd: yes

Mr. Diggins: yes

Mr. DeCoursey: yes

SO VOTED (5-0)

Mr. Helmuth volunteered to help review the articles for consistency in style and voice. Mr. Cunningham offered to work with board members on any editorial changes before the Board's meeting on April 7<sup>th</sup> where they will be voting on the final Select Board report to Town Meeting.

Article 11, the Board made specific changes:

- Extended the initial hearing period from 45 to 60 days
- Maintained the 90-day period for concluding the hearing
- Allowed for potential continuances with applicant agreement

Mrs. Mahon moved favorable action of Article 11 with changes.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes

Mr. Helmuth: yes

Mr. Hurd: yes

Mr. Diggins: yes

Mr. DeCoursey: yes

SO VOTED (5-0)



The Board thank the Town Counsel and Attorney Munson for their extensive work on preparing the warrant article language, noting the increasing complexity of their work each year.

## **NEW BUSINESS**

Mr. Diggins confirmed special street restrictions were rescinded and announced a civic engagement group hybrid meeting that will take place on March 27<sup>th</sup>. Mr. Diggins stated that virtual candidates night for town meeting members will be on April 2<sup>nd</sup>.

Mrs. Mahon promoted the Guns and Hoses charity hockey game on March 28<sup>th</sup>. Mrs. Mahon indicated she would attend the March 31st public hearing on Park Avenue and thanked Town Counsel for their work on warrant articles.

Mr. Hurd highlighted the 250th Anniversary kickoff event on April 6th at the Capitol Theater where there will be activities like colonial music, crafts, and historical exhibits.

Mr. Helmuth promoted the Park Avenue safety improvements public meeting on March 31<sup>st</sup> while emphasizing the importance of addressing road safety and vulnerable road users.

Mr. DeCoursey acknowledged this was his last meeting as chair and thanked the Select Board Office, Town Manager, Town Counsel and Board Members for their support during his tenure as chair.

Next Scheduled Meeting of Select Board April 7, 2025

Mrs. Mahon moved to adjourn at 9:54p.m.

A roll call vote was taken on the motion by Mr. Cunningham.

Mrs. Mahon: yes  
Mr. Helmuth: yes  
Mr. Hurd: yes  
Mr. Diggins: yes  
Mr. DeCoursey: yes

SO VOTED (5-0)

A true record attest.

Ashley Maher  
Board Administrator

3/24/2025

Agenda Item	Documents Used
1	
2	Memo from Planning Department
3	Email Mayor's Monarch Pledge Action Items

4	ORRP Applications Reference
5	Special (One Day) Beer & Wine License Reference
6	Special (One Day) Beer & Wine License Reference
7	Nominees from RTC Reference
8	DCPD Memo – Liquor License Seating Capacity Ballot Questions Seating Data
9	Parking Policy and Regulations
10	Grant of Easement and Restrictions AUL Compiled Link
11	Warrant Article Text Warrant Article Memo WA 15 Presentation WA 15 Reference WA 15 Reference 2 WA 15 Cost Estimate WA 16 Reference WA 16 Reference 2 WA 16 Reference 3 WA 16 Map
FV&C	Draft Final Votes 3.24



## Town of Arlington, Massachusetts

---

**For Approval: Memorial Day Ceremony, May 26, 2025**

**Summary:**

Philip J. McGovern, Director of Veterans Services

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Memorial_Day_Letter_Request.pdf	Memorial Day Request

Town of Arlington  
Department of Health and Human Services  
Veterans Services Division  
27 Maple Street, 2nd Floor  
Arlington, MA 02476

Philip J. McGovern  
Director of Veterans Services

Tel: 781 316-3166  
Fax: 781 316-3175

March 21, 2025

Select Board  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

Re: Permit for Memorial Day, May 26, 2025

Dear Members of the Select Board:

The Department of Veterans Services respectfully requests a permit for the Town's 2025 Memorial Day observance, scheduled for the morning of Monday, May 26, 2025.

Planned activities include a community gathering to reflect and remember at the Robbins Memorial Town Hall Auditorium beginning at 9:00 AM, followed by decoration of memorial sites at the Old Burying Ground and Mount Pleasant Cemetery. The Town Hall gathering will be scheduled to last approximately one hour. At its completion all will be invited to move across the Town Hall Garden to the Old Burying Ground, then to assemble in the driveway between the library and the First Parish Church for a procession down Massachusetts Avenue, up Medford Street, then into and through Mount Pleasant Cemetery. The procession is expected to begin at 10:30 AM and conclude by approximately 12:30 PM.

Thank you in advance for your consideration of this request. If you have any questions or require further information, please contact me at (781)316-3166 or [pmcgovern@town.arlington.ma.us](mailto:pmcgovern@town.arlington.ma.us).

Sincerely,

Philip J. McGovern





## Town of Arlington, Massachusetts

---

### For Approval: EV & E-Bike Show and Tell

#### Summary:

Talia Fox, Sustainability Manager  
Lori Kenschaft, Electrify Arlington

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Memo_re_EV__E- Bike_Show_and_Tell.pdf	Memo from Planning Department



## TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE  
ARLINGTON, MASSACHUSETTS 02476  
TELEPHONE 781-316-3090

### MEMORANDUM

TO: Jim Feeney, Town Manager

FROM: Talia Fox, Sustainability Manager, Department of Planning & Community Development  
Lori Kenschaft, Energy Advocate, Department of Planning & Community Development

CC: Claire Ricker, Director, Department of Planning & Community Development  
John Alessi, Senior Transportation Planner  
Ashley Maher, Select Board Administrator

DATE: March 24, 2025

RE: Request to Use Portion of Russell Common Lot for "EV & E-Bike Show and Tell"

The Sustainability Manager and Energy Advocate request permission to use a portion of the Russell Common Municipal Lot to host an Electrify Arlington "EV and E-Bike Show and Tell" on Saturday, June 14, 2025, from 1-3 p.m.

Arlington residents who are interested in electric vehicles (EVs) and electric bikes (e-bikes) have repeatedly requested an opportunity to speak with other residents who already own one – and preferably with several people who own different models. Electrify Arlington currently has a list of more than 20 EV and e-bike owners who have indicated that they are willing to talk about their vehicles with other residents. We would like to bring these two types of residents together and encourage them to talk with each other. At the recommendation of John Alessi, Senior Transportation Planner, we will also invite Bluebikes and CargoB (an electric cargo bike provider that will soon serve Arlington) to participate if they want to.

A Special Event Permit Application and a map of the requested area of the Russell Common Lot are attached. This is the area used by the Arlington Farmers Market on Wednesday afternoons from June to October.

The event itself will be from 1-3 p.m., but we are requesting that the reservation commence the evening prior to prevent others from parking in these spots. In case of rain, this event will be canceled and rescheduled in the autumn.

This is just a "Show and Tell." All motors will remain off during the event. Participating resident EV and e-bike owners will park their vehicles in designated spots and be available to answer questions. Tables will be set up for the Electrify Arlington program and for Bluebikes and CargoB, if they accept our invitations, to share information about these resources.

**TOWN OF ARLINGTON  
SPECIAL EVENT PERMIT APPLICATION**

**Applicant and Sponsoring Organization Information**

Name of Organization / Sponsor: Electrify Arlington

Address: Arlington Town Hall - DPCD City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Name: Lori Kenschaft, Energy Advocate Tel#: 781-428-1770 (personal cell)

E-mail: ElectrifyArlington@town.Arlington.ma.us

Event Manager: Lori Kenschaft Contact Info: 781-428-1770

Other Contact Person/s: Talia Fox, Sustainability Mgr Contact Info: tfox@town.Arlington.ma.us

**Event Information**

☐ Run/Walk ☐ Parade ☒ Event

Event Title: EV & E-Bike Show and Tell

Start Date & Time(s): 6/14/25, 1 p.m. End Date & Time(s): 6/14/25, 3 p.m.

Estimated Attendance: # 60? Admission Fee: none

Open to the Public: ☒ Yes ☐ No

Requested Location: Street (specify): Russell Common Municipal Lot (Farmers Market area)

Other (specify): \_\_\_\_\_

Set Up Date/Time & Description: 6/13/25, late evening - block off area with cones

Breakdown Date/Time & Description: 6/14/25, 3 p.m — remove cones & people drive away

**NOTE: ATTACH DIAGRAM OF ROUTE WITH SPECIFICS**

**Event Details**

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will you set up table(s) and/or chair(s)? Approximate number : <u>1-3</u>
<input type="checkbox"/>	<input type="checkbox"/>	Booth(s), Exhibit(s), Display(s) and/or Enclosure(s): _____
<input type="checkbox"/>	<input type="checkbox"/>	Canopy(ies) and/or Tent(s)- describe dimensions: _____

The following is required by your organization to insure the safety and health of all participating in this event: *Note: You do not need to contact the departments below if it is not required.*

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Police Detail: _____ (contact police)







## Town of Arlington, Massachusetts

---

### Renewals: Outdoor Dining and Sidewalk Cafe Applications

#### Summary:

##### Sidewalk Cafe

Boonnoon Market, 161 Mass. Ave.

Caffe Nero, 321 Broadway

Donut Villa, 319 Broadway

Fattoush, 142 Mass. Ave.

Kickstand Cafe, 594 Mass. Ave.

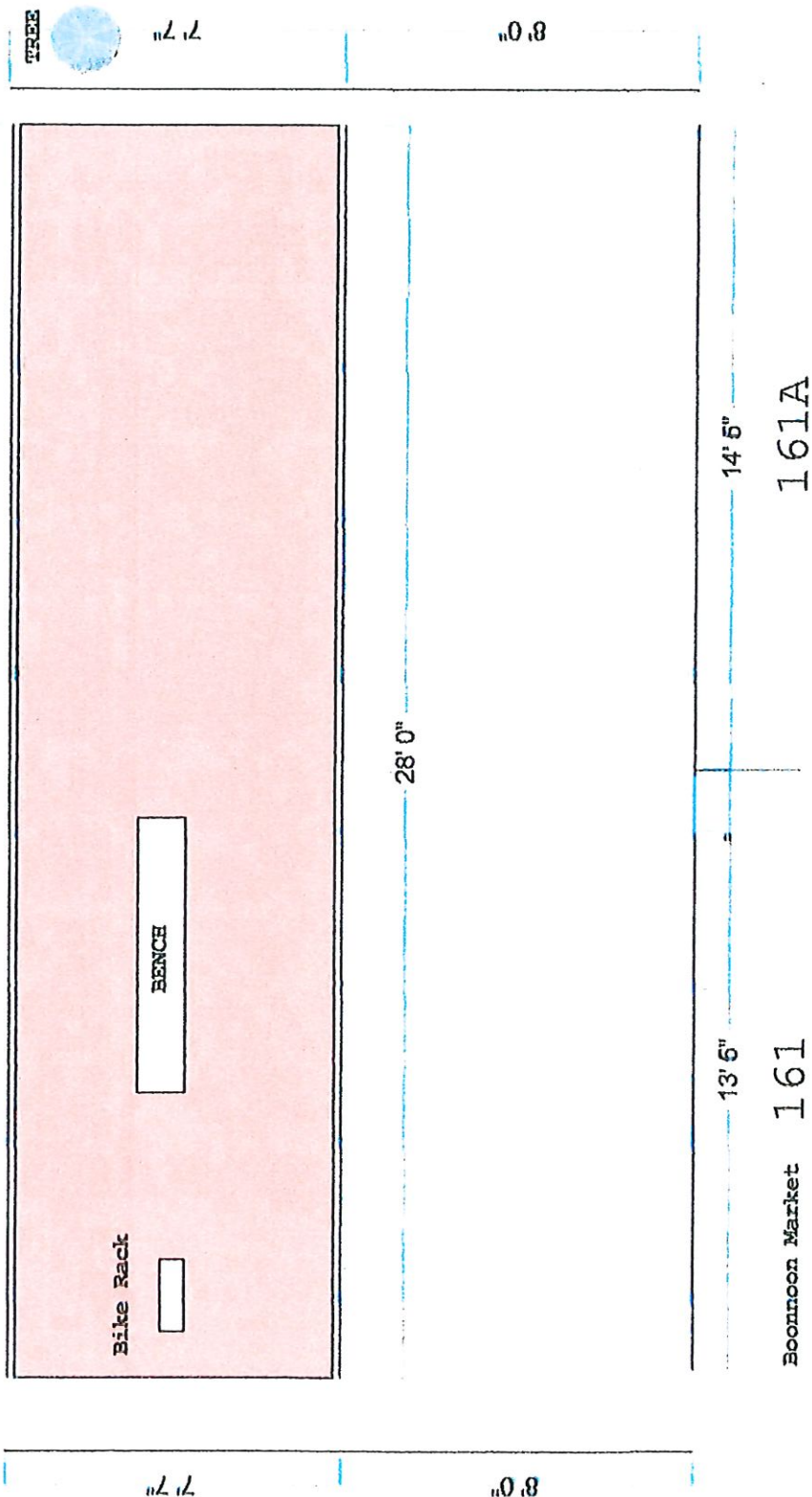
#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	ORRP_App.pdf	Site Plans

## Existing Plan

**MASS AVE**

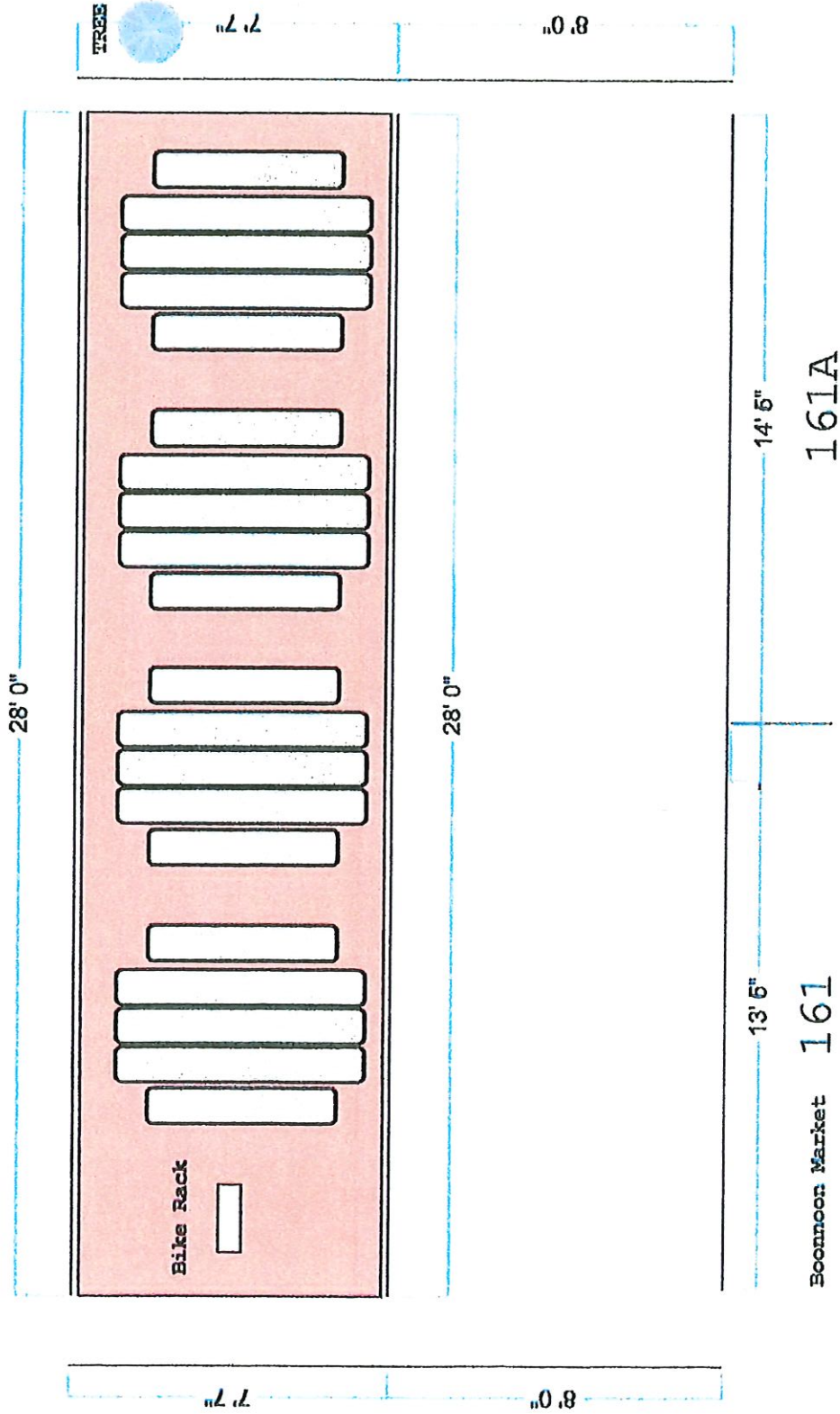
28' 0"



Site:	Patio site Boomnoon Market		Drawing:	901506	Project:	00002	Drawn:	site walk	Notes:	Contact: Jeep 516-636-4955
Title:	sidewalk 161-161A Mass ave		Scale:	1"=4'0"	Date:	4/4/2013	Rev:	A		

# Proposed Plan

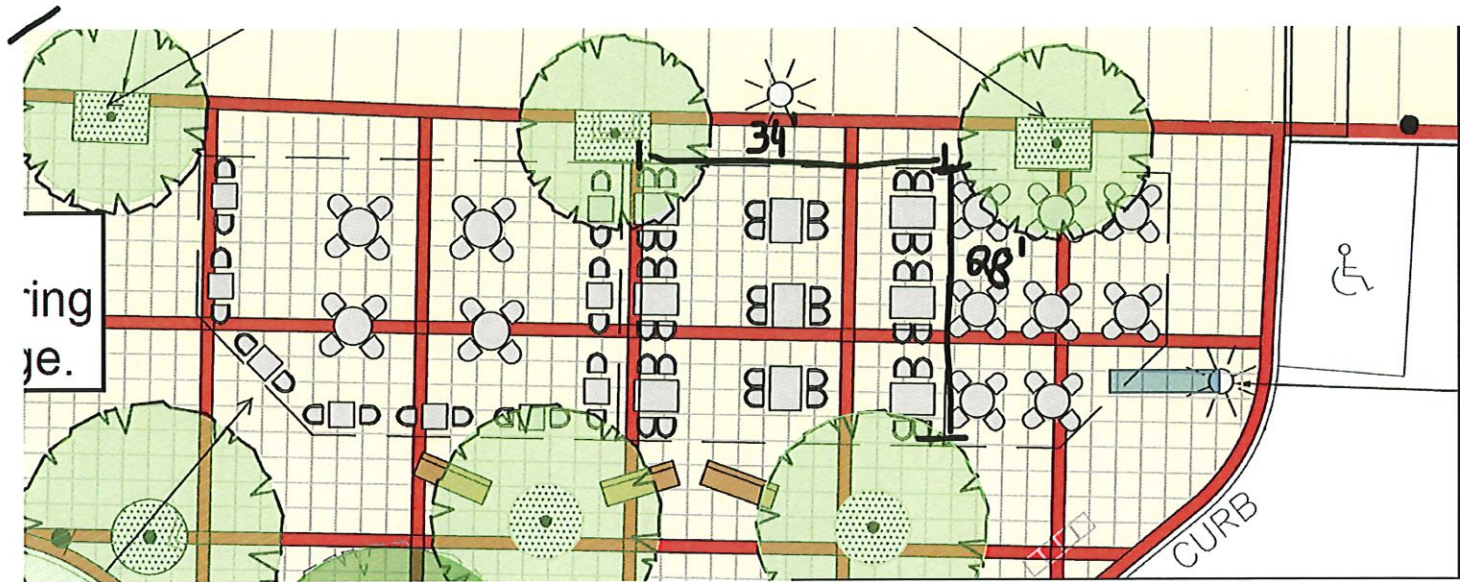
## MASS AVE



Site:	Patio site Boonnoon Market	Drawing:	801506	Project:	00002	Drawn:	site walk	Notes:	Contact: Jeep 516-636-4995
Title:	sidewalk 161-161A Mass ave	Scale:	1" = 4' 0"	Date:	4 / 4 / 23	Rev:	A		



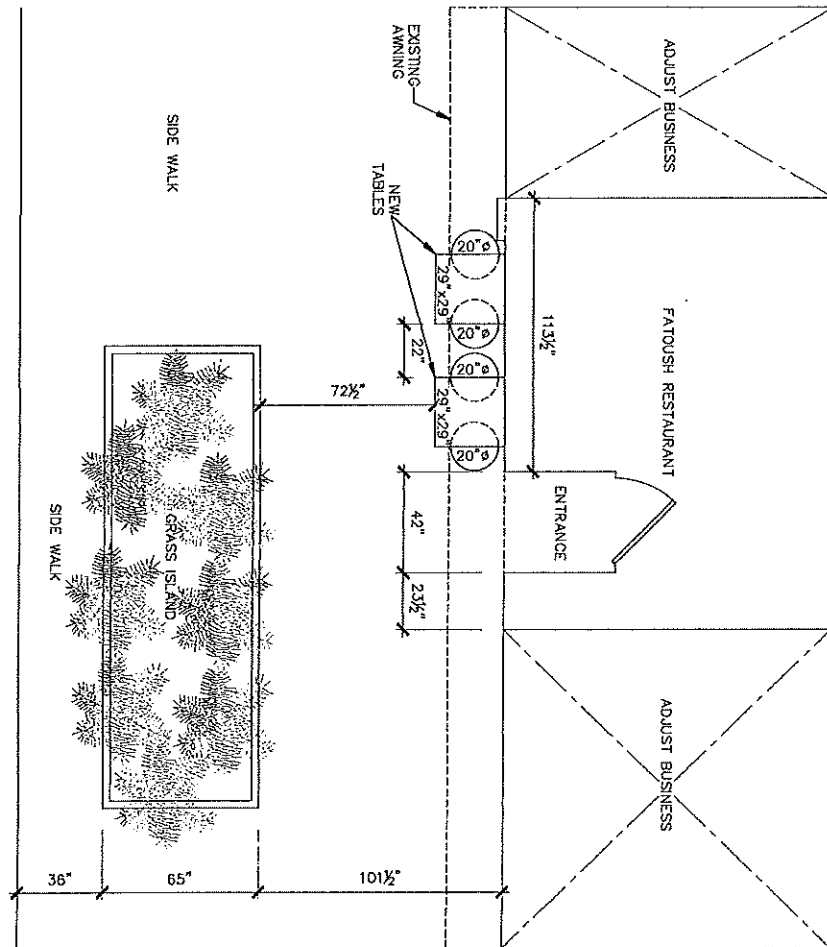




Donut Villa  
319 Broadway  
Broadway Plaza

Fattoush  
142 Mass. Ave.  
Sidewalk Cafe

\* FATTOUSH RESTAURANT  
OUTSIDE SITTING PLAN



SCALE: 1/2"=1'-0"

PLAN

DRAWN BY: K.T.  
DATE: MARCH 29, 2003  
PROJECT:  
SHEET:

OUTSIDE SITTING PLAN  
FATTOUSH RESTAURANT  
142 MASSACHUSETTS AVE,  
ARLINGTON, MA 02474

## SEATING PLAN

This is same exact layout/usage as in previous years.

WE DO NOT USE  
ANY sidewalks or  
public parking.

With the exception of the land  
— caused by former railroad  
easement, PATIO is entirely  
on our property.

~~25/11~~ 25/11

# SIDE WALK

SIDE WALK (not used for path) SWAY PL.

PATIO ENTRANCE

45<sup>th</sup> Feet



---

## Town of Arlington, Massachusetts

**Request: Special (One Day) Beer & Wine License, 4/11/2025 @ Robbins Memorial Town Hall for Dallin PTO Fundraiser**

**Summary:**

Jamie Fisher, Dallin PTO

**ATTACHMENTS:**

	Type	File Name	Description
▯	Reference Material	Fisher_J._Dallin_PTO_One_Day_Redacted.pdf	Reference



OFFICE OF THE SELECT BOARD  
TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Jamie Fisher Dallin PTO

Address, phone & e-mail contact information:

[REDACTED]

Name & address of Organization for which license is sought:

\_\_\_\_\_

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes \_\_\_\_\_ No

Name of Responsible Manager of Organization (if different from above):

\_\_\_\_\_

Address, phone & e-mail contact information:

\_\_\_\_\_

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☒ No \_\_\_\_\_ If so, please give date(s) of Special Licenses and/or applications and title of event(s).

\_\_\_\_\_

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

One-time event

24-Hour contact number for Responsible Manager of Alcohol Event date:

Anthony Jeffrey Professional Bartending Service 508-361-7960

Title of Event: Dallin PTO Fundraiser Auction

Date/time of Event: Friday, April 11, 2025 6:30 pm – 10:30 pm

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer

Method(s) of invitation/publicity for Event: school social network

Number of people expected to attend: 175

Expected admission/ticket prices: \$35

Expected prices for food and beverages (alcoholic and non-alcoholic):

\$9 cocktail \$8 wine \$6 beer \$3 seltzer

Will persons under age 21 be on premises? no.

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Bartenders will ID attendees

Have you consulted with the Department of Police Services about your security plan for the Event?

YES

**OFFICE USE ONLY**

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Cory L. Pateau  
Printed name/title

Date: 3/24/2025

POLICE COMMENTS:

Request one safety detail at 781-316-3906

What types of food and non-alcoholic beverages do you plan to serve at the Event?

Tapas/sliders/fruit/sweets waters/seltzers

Who will be responsible for serving alcoholic beverages at the Event?

Professional Bartending Service bartenders

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

attached

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc))

Kappy's Everett

Date of Delivery: Friday, April 11, 2025

Alcohol Serving Time (s): 6:30 pm – 10:30 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Kappy's will pick up excess alcohol.

Date of Pick-Up: Saturday, April 12, 2025

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

attached

Please submit this completed form and filing fee to the Select Board at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

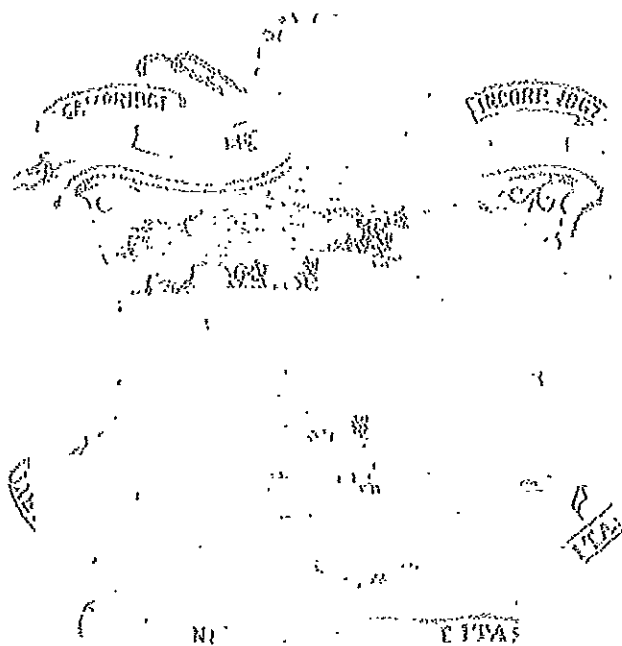
I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: \_\_\_\_\_

Printed name: Jamie Fisher

Printed title & Organization name: Dallin PTO

Email: \_\_\_\_\_







**ROBBINS MEMORIAL TOWN HALL AUDITORIUM**  
**730 Massachusetts Avenue, Arlington, Ma. 02476**

24 March 2025

**SECURITY PLAN FOR DALLIN PTO FUNDRAISER AUCTION EVENT**

The Dallin School PTO is sponsoring a fundraising event to be held on Friday, April 11, 2025, 6:30 pm – 10:30 pm at the Arlington Town Hall. A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

Advance tickets will be sold for the evening event at \$35 each. We anticipate approximately 175 people to attend.

The Fundraiser event will be for adults only.

Patsy Kraemer will be the event coordinator for the event. Food will be provided by Blue Ribbon Bar B Q and La Victoria. Professional Bartending Services will provide bartending service. Greg Stathopoulos will be the custodian for the event. A committee of 6 volunteers from the Dallin PTO is the planning group and will assist in staffing the party. All these people will be responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event. A police detail will be required.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.



A 360TRAINING COMPANY

## CERTIFICATE OF COMPLETION

This certifies that

David Harrison

Is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Hours  
3.00



Completion Date  
03/13/2024



Expiration Date  
03/13/2027



Certificate #  
ON-000033054603

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | [www.360training.com](http://www.360training.com)

(CUT HERE)

(CUT HERE)



Issued: 03/13/2024  
Certificate #: ON-000033054603

David Harrison

CERTIFIED

Expires: 03/13/2027



Phone: 800-438-8477

[www.gettips.com](http://www.gettips.com)

This card was issued for successful completion of the TIPS program.

Signature \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/20/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> HART INSURANCE AGENCY, INC. 243 MAIN STREET PO BOX 700 BUZZARDS BAY, MA 025320700	<b>CONTACT NAME:</b> Erica H. O'Connor	
	<b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b>	
<b>INSURED</b> Pro Bartending Service, LLC PO Box 204 Middleboro, MA 02346	<b>E-MAIL ADDRESS:</b> eoconnor@hartinsuranceagency.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Mount Vernon Insurance Company	<b>NAIC #</b> 00004
	<b>INSURER B:</b> USLI	<b>00005</b>
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL2016322C	11/05/2024	11/05/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> EXCESS LIAB DED RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	NTA				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	<b>LIQUOR LIABILITY</b>	Y		LQ1003092D	01/03/2025	01/03/2026	Occurrence \$ 1,000,000 Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Arlington Additional Insured As Regards Liquor Liability

## CERTIFICATE HOLDER

## CANCELLATION

TOWN OF ARLINGTON  
730 MASSACHUSETTS AVENUE  
ARLINGTON, MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



## Town of Arlington, Massachusetts

---

**Request: Special (One Day) Beer & Wine License, 04/11/2025 @ Robbins Memorial Town Hall for Menotomy Beer Hall**

**Summary:**

Robert Brazile / Arlington Historical Society

**ATTACHMENTS:**

Type	File Name	Description
▢ Reference Material	Brazile_R_Hist_Socierty_One_Day_License_041325_Redacted.pdf	Reference

OFFICE OF THE SELECT BOARD  
TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant:

Arlington Historical Society, Robert Brazile Board Char

Address, phone & e-mail contact information:

Name & address of Organization for which license is sought:

Does this Organization hold nonprofit status under the IRS Code? X Yes \_\_\_\_\_

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information:

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? No If so, please give date(s) of Special Licenses and/or applications and title of event(s). \_\_\_\_\_

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? \_\_\_\_\_ Episodic event April 13, 2024

24-Hour contact number for Responsible Manager of Alcohol Event date: \_\_

617-299-9095 Tom Allen Arlington Brewery/Blisspoint Meadery Jeff Venuti (617-466-9658)

Title of Event:

Menotomy Beer Hall



Date/time of Event:

Saturday, April 19, 2025 - 12:00 - 6:00 pm

Location of Event: Arlington town Hall

Location/Event Coordinator: Patsy Kraemer

Method(s) of invitation/publicity for Event: social media, town alert

Number of people expected to attend: 250

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic):

Food provided by Menotomy Grill, including hamburgers, hot dogs, veggie burgers, bratwurst, chips, cookies - \$5 - \$15 pricing range

\$9 per pint of beer

Will persons under age 21 be on premises? yes

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

ID's will be checked, people eligible to have alcohol will be issued a wrist band.

Have you consulted with the Department of Police Services about your security plan for the Event? YES

**OFFICE USE ONLY**

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Printed name/title

Date:

POLICE COMMENTS:

Request one safety detail @ 781-316-3906  
Must ensure any alcohol stored on premises  
is properly secured when not being served.

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer /mead

What types of food and non-alcoholic beverages do you plan to serve at the Event?

Grilled burgers, hot dogs, bratwurst, veggie burgers, chips, cookies, waters, lemonade

Who will be responsible for serving alcoholic beverages at the Event?

Arlington brewery staff/Blisspoint bartender

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS certification - attached

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

attached

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc))

ABC Beer dba Arlington Brewing Company Blisspoint Meadery

Date of Delivery: Saturday, April 19, 2025

Alcohol Serving Time (s): 12:30 pm – 5:30 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Arlington Brewery will take excess alcohol with them at end of event. Blisspoint will take excess mead with them.

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

attached

**Please submit this completed form and filing fee to the Select Board at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.**

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

Printed name Robert Brazile \_\_\_\_\_

Printed title & Organization name: Arlington Historical Society Board Chair \_\_\_\_\_

Email: \_\_\_\_\_





**ROBBINS MEMORIAL TOWN HALL AUDITORIUM**  
**730 Massachusetts Avenue, Arlington, Ma. 02476**

24 March 2025

**SECURITY PLAN FOR MENOTOMY BEER HALL**

The Arlington Historical Society is sponsoring a 250 Celebration event to be held on Saturday, April 13, 2024 at the Arlington Town Hall. The event will run from 12:00 pm to 6:00 pm. The event is being co-sponsored by the Arlington Historical Society and the Town of Arlington. A special permit application has been submitted to the Select Board Office.

This is the Security Plan.

We estimate approximately 250 people to attend. This is a family event and young people will be in attendance. Once an ID is shown the attendee will be given a wrist band to indicate eligibility to consume the beer.

Patsy Kraemer will be the event coordinator for the event. Menotomy Grill and Tavern will provide food for the event. Arlington Brewery and Blisspoint Meadery will provide the beer and mead and the bartender service. Greg Stathopoulos will be the custodian for the event. The 250 Planning Committee and the Board of the Arlington Historical Society are the planning groups for this celebration. Committee members and Board members will be responsible to ensure that the event runs smoothly.

A fire services detail will be hired for the event. A police detail will be required.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.



# Congratulations!

You have successfully completed the ServSafe® Training and Certificate Program. This is your official ServSafe Alcohol Certificate Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at [ServSafe.com](http://ServSafe.com).

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Executive Vice President, National Restaurant Association Solutions

	ID # 21556512 CARD # 21557410
<b>ServSafe Alcohol® CERTIFICATE</b>	
	JEFF VENUTI
	NAME 4/11/2024
	DATE OF EXAMINATION Card expires three years from the date of examination. Local laws apply.
<p>©2017 National Restaurant Association Educational Foundation (NRAEF). All rights reserved. ServSafe® and the ServSafe logo are trademarks of the NRAEF. National Restaurant Association® and the arc design are trademarks of the National Restaurant Association.</p> <p>17110801 v.1711</p>	
<p>Sherman Brown Executive Vice President, National Restaurant Association Solutions</p>	
<p>This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.</p>	

In Alaska you must laminate your card for it to be valid.

**NOTE:** You can access your score and certification information anytime at

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at

or





ABCBEER-01

TANKERS

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/6/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Allen Insurance and Financial	CONTACT NAME:		
	PHONE (A/C, No, Ext): (800) 439-4311	FAX (A/C, No):	
	E-MAIL ADDRESS: info@allenif.com		
INSURED  ABC Beer, Inc. DBA Arlington Brewing Company 251 Lowell St Arlington, MA 02474	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Tri State Insurance Co		31003
	INSURER B : Hartford Insurance Group		29459
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			ADL5571028-11	10/5/2024	10/5/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ADA5591438-11	10/5/2024	10/5/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			ADL5571028-11	10/5/2024	10/5/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 Pers&Adv Injury \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	04WECBD1VUX	1/30/2025	1/30/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			ADL5571028-11	10/5/2024	10/5/2025	Each Common Cause 1,000,000
A	Liquor Liability			ADL5571028-11	10/5/2024	10/5/2025	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder is included as an Additional Insured in regard to the general liability for ongoing operations when required by written contract or written agreement via the policy broadening endorsement.

## CERTIFICATE HOLDER

## CANCELLATION

Arlington Historical Society  
7 Jason St  
Arlington, MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Lyman Agency, LLC. Farm Family Ins. 6 Way Rd, Suite 201  Middlefield CT 06455		<b>CONTACT NAME:</b> James Lyman <b>PHONE (A/C, No, Ext):</b> 860-349-7064 <b>FAX (A/C, No):</b> 860-349-7065 <b>E-MAIL:</b> JLyman@American-National.com <b>ADDRESS:</b> JLyman@American-National.com	
<b>INSURED</b> Blisspoint Meadery Jeffrey Venuti 1 Fox Run Road  Bedford MA 01730		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Farm Family Casualty Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 13803	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR Commercial Package Policy  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		2001X2852	03/18/2024	03/18/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			2006C1872	03/18/2024	03/18/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ 100,000 PROPERTY DAMAGE (Per accident) \$ 300,000
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Liquor Liability</b>			2001X2852	03/18/2024	03/18/2025	Liquor Liability \$1,000,000 occ \$2,000,000 Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROOF OF INSURANCE

**CERTIFICATE HOLDER****CANCELLATION**

PROOF OF INSURANCE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

James Lyman

© 1988-2015 ACORD CORPORATION. All rights reserved.



## Town of Arlington, Massachusetts

---

**Request: Special (One Day) Beer & Wine License, 04/12/2025 @ Whittemore Robbins House for Private Event**

**Summary:**

Mary Kiely

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Kiely_M_One_Day_License_041225_redacted.pdf	Reference



OFFICE OF THE SELECT BOARD  
TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Mary Kiely

Address, phone & e-mail contact information: [REDACTED]  
[REDACTED]

Name & address of Organization for which license is sought: \_\_\_\_\_

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☒ No

Name of Responsible Manager of Organization (if different from above): \_\_\_\_\_

Michelle Noska from Beaujolais Catering

Address, phone & e-mail contact information: Beaujolais Catering 207 Broadway, Arlington, MA 02474;

617-519-6081; michelle@beaujolaiscatering.com

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NO If so, please give date(s) of Special Licenses and/or applications and title of event(s). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? One-Time Event

24-Hour contact number for Responsible Manager of Alcohol Event date: \_\_\_\_\_  
[REDACTED]

Title of Event: Celebration of Life

Date/time of Event: April 12, 2025; 2pm-5pm

Location of Event: Whittemore Robbins House

Location/Event Coordinator: Victoria Rose

Method(s) of invitation/publicity for Event: emailed invitations.

Number of people expected to attend: 60-80 guests

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic): N/A

Will persons under age 21 be on premises? yes, there will be two children under the age of 10

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

The bartender will practice the rules of TiPs certification.

Have you consulted with the Department of Police Services about your security plan for the Event?

Yes.

**OFFICE USE ONLY**

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

*Signature* \_\_\_\_\_

**Date:** \_\_\_\_\_

*Printed name/title* \_\_\_\_\_

**POLICE COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.) \_\_\_\_\_

beer and wine

What types of food and non-alcoholic beverages do you plan to serve at the Event? \_\_\_\_\_

See attached menu

Who will be responsible for serving alcoholic beverages at the Event? \_\_\_\_\_

Erika McNeal

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event. \_\_\_\_\_

TiPs certification.

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age. \_\_\_\_\_

Erika McNeal -



Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc)) \_\_\_\_\_

Kappy's in Everett.

Date of Delivery: 4/12/2025

Alcohol Serving Time (s): 2pm-4:30pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of? \_\_\_\_\_

Excess beverages will be placed in the trunk of the clients car by the Responsible Manager

and unopened beverages will be picked up by Kappy's on Monday, April 14.

Date of Pick-Up: 4/14/2025

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) \_\_\_\_\_

**General and Liquor Liability Insurance**

**TiPs Certification**

**Security Letter**

**Menu**

**Please submit this completed form and filing fee to the Select Board at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.**

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

*Victoria Rose*

Printed name: \_\_\_\_\_

Victoria Rose

Printed title & Organization name: \_\_\_\_\_

Event Manager/Whitemore Robbins House for Celebration of Life on April 12, 2025

Email: \_\_\_\_\_

[REDACTED]

**Celebration of Life for Cynthia at the Robbins House**

**Saturday, April 12<sup>th</sup>, 2025**

70 Guests 2-5pm

Caprese Skewer with Balsamic Drizzle

Artichoke and Leek Phyllo Triangles

Spanikopita

Smoked Salmon with Lemon Dill Cream Cheese on Mini Chive Biscuit

New England Crab Cake with Roasted Red Pepper Remoulade

Mini New England Lobster Roll

Prosciutto, Assorted Salami, Marinated Olives,

Roasted Red Peppers, Marinated Mozzarella

and Toasted Crostini

Hummus, Grape Leaves, Tabouleh, Baba Ganouj and Spiced Pita Chips

Mini Cannoli

Coffee, Tea, Decaf, Sugar, Sweet & Low, Cream





## CERTIFICATE OF COMPLETION

This certifies that

**Erika Elissa McNeal**

is awarded this certificate for

**TIPS On-Premise Alcohol Server Training**



Hours  
3.00



Completion Date  
11/02/2024



Expiration Date  
11/02/2027



Certificate #  
ON-000035154824

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78739 | [www.360training.com](http://www.360training.com)



**TIPS** On-Premise

Issued: 11/02/2024

Certificate #: ON-000035154824

Erika Elissa McNeal

**CERTIFIED**

Expires: 11/02/2027



Phone: 800-438-8477

[www.gettips.com](http://www.gettips.com)

This card was issued for successful completion of the TIPS program.

Signature \_\_\_\_\_

Mary Kiely  
[REDACTED]  
Arlington, MA 02476  
Celebration of Life  
April 12, 2025  
Whittemore Robbins House  
Security Plan

A Celebration of Life will be held at the Whittemore Robbins House on Saturday, April 12, 2025 from 6:00pm-5:00pm. Alcohol service will be from 6:00pm-9:30pm. A Special Alcohol License Application has been submitted to the Arlington Select Board.

This is the Security Plan.

We anticipate 70 guests. There will be 2 guests under the age of 21. They are under the age of 10.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Whittemore Robbins House. Michelle Noska will be the Responsible Manager and Erika McNeal will be the certified bartender. Beaujolais Catering will provide the food (please see attached menu), soda and water and serve the beer and wine. The bartender will follow the rules of TiPS certification. The responsible manager, bartender and the event coordinator are all responsible for ensuring that the event runs smoothly.

Parking for the event will be in the Whittemore Robbins House and Robbins Library parking lots and on the side streets, as well as Massachusetts Avenue.

Please advise if there are other items to consider.

Thank you.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Prescott and Son Insurance Agency, Inc. 963 Eastern Avenue Malden MA 02148		<b>CONTACT NAME:</b> Commercial Lines <b>PHONE (A/C, No, Ext):</b> (781) 322-2350 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Michelle C Noska 207a Broadway Arlington MA 02474		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Twin City Fire Ins Co INSURER B: Safety Insurance Co INSURER C: INSURER D: INSURER E: INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: Master 2024-2025

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS				
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		08SBAAA8353	04/09/2024	04/09/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000				
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6227097	01/21/2024	01/21/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$				
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$ OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$				
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$				
A	Liquor Liability			08SBAAA8353	04/09/2024	04/09/2025	Each Common Cause \$1,000,000 Aggregate \$1,000,000				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Per written contract, the Town of Arlington is an additional insured with respect to general liability.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Arlington 730 Mass Ave Arlington MA 02476	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	---

© 1988-2015 ACORD CORPORATION. All rights reserved.



## Town of Arlington, Massachusetts

---

### Request: Contractor/Drainlayer License

#### Summary:

Spencer Contracting Corporation  
Sheila Winter  
Peabody, MA 01960

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Spencer_Contracting_Redacted.pdf	Reference

## OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE 781-316-3020  
FAX 781-316-3029

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

April 2, 2025

Spencer Contracting Corporation  
Sheila Winter  
[REDACTED]  
Peabody, MA 01960

Dear Sheila:

The Select Board will be discussing your request for a License to do Drainlaying in the Town of Arlington by hybrid format on Monday, April 7, 2025, at 7:15 p.m. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, April 3<sup>rd</sup> by 7:00 p.m.

Please contact this office by email, [ckalogeropoulos@town.arlington.ma.us](mailto:ckalogeropoulos@town.arlington.ma.us), if you have any questions.

Very truly yours,  
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos  
Administrative Assistant





Engineering Division

TOWN OF ARLINGTON  
Department of Public Works  
51 Grove Street  
Arlington, Massachusetts 02476  
Office (781) 316-3320 Fax (781) 316-3281

### MEMORANDUM

To: Select Board  
From: Engineering Division  
Re: Approved Contractor License  
Date: April 1, 2025

Dear Board Members,

Reference is hereby made to an application by Sheila Winter of Spencer Contracting Corporation, to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Spencer Contracting Corporation

Sheila Winter

[REDACTED]

Peabody, MA 01960

Phone: [REDACTED]

Email: [REDACTED]

Upon review of the application supplied by the contractor, we recommend approval and issuance of an Approved Contractor license.

Regards,

Wolfgang G. Kirstein, E.I.T.  
Civil Engineer

CC: William C. Copithorne, P.E., Town Engineer  
File



# TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

## APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Select Board. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3320.

### Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☒ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

### Applicant Information

Applicant/Firm Name: Spencer Contracting Corporation  
Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: \_\_\_\_\_  
Street Address: [REDACTED] City/Town: Peabody State: MA Zip Code: 01960  
Primary Phone: [REDACTED] E-mail: [REDACTED]  
Length of Time in Business under the same Firm Name: 43 years  
Full Name(s) of Principal(s): Peter Holland  
Primary Contact Person: Sheila Winter

### Experience/Previous Work

Nature of Typical/Standard Work: All underground water/sewer/drains  
Have you ever performed this type of work in Arlington: ☐ Yes ☒ No  
If Yes, Please provide Location: \_\_\_\_\_ Approximate Date: \_\_\_\_\_  
Total Amount of such construction this year: \_\_\_\_\_  
Total Amount of such construction last year: \_\_\_\_\_  
Total Amount of such construction next previous year: \_\_\_\_\_

### Municipal References - Please Attach Written Reference Letters or Provide Contact Information

Municipality: Town of Swampscott  
Primary Contact Name: Gino Cresta Email: geresta@swampscottma.gov  
Municipality: Town of Wenham  
Primary Contact Name: Eric Mansfield Email: emansfield@wenhnuma.gov  
Municipality: City of Peabody  
Primary Contact Name: Mike Velez Email: mike.velez@peabody-ma.gov

### Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Eastern Bank Elisabeth Avila Phone: 781-598-7773  
Federal Tax ID or Social Security #: [REDACTED]  
Note: Town Staff Request Social Security in future reference document  
Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

### Signature/Endorsement

By signing below, I certify that under the penalty of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Select Board and/or Department of Public Works may establish.

Applicant Signature: [Signature]

Date: 3-25-25

Reset Form

Print Form



## Town of Arlington, Massachusetts

---

### Reappointment

#### Summary:

Affordable Housing Trust & Board of Trustees

James Nagle (Term to Expire: 03/31/2027)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Nagle_J._Reappoint_Redact.pdf	Reference

OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE 781-316-3020  
FAX 781-316-3029

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

April 2, 2025

Jack Nagle

[REDACTED]  
Arlington, MA 02476

Re: Reappointment: Affordable Housing Trust & Board of Trustees

Dear Jack:

Please be advised that the Select Board will be discussing your reappointment to the Affordable Housing Trust and Board of Trustees at their meeting conducted via hybrid format on Monday, April 7<sup>th</sup> at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Thursday, April 3, 2025, by 7:00pm.

Please contact this office by e-mail, [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos  
Administrative Assistant



## Town of Arlington, Massachusetts

---

### Veterans Council

#### Summary:

Michael Alogna (Term to Expire: 06/30/2027)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Alogna_M_Vet_Council_Appt_Redact.pdf	Reference



OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE 781-316-3020  
FAX 781-316-3029

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

March 4, 2025

Michael Alogna

[REDACTED]  
Arlington, MA 02476

Re: Appointment: Veterans Council

Dear Mr. Alogna:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, March 10, 2025, at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Thursday, March 6<sup>th</sup>, at 7:00 p.m.

Please do not hesitate to contact me by e-mail, [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher  
Board Administrator



Town of Arlington  
Office of the Town Manager

James Feeney  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010

MEMORANDUM

DATE: March 4, 2025  
TO: Members of the Select Board  
SUBJECT: Appointment to the Veterans Council

This memo is to request the Board's approval of my appointment of Michael Alogna, Arlington, MA as a member on the Veterans Council with a term expiration date of 6/30/2027.

A handwritten signature in blue ink, consisting of stylized loops and a long horizontal stroke.

Town Manager

MICHAEL T. ALOGNA

Arlington, MA 02476

Cell: [REDACTED] | B-mail: [REDACTED]

HIGHLIGHTS OF QUALIFICATIONS

- Team and Project Leadership
- Senior Management
- Strategic Operations/Change

Senior Manager with significant experience in organizing and leading executive working groups, large scale management reorganization and process changes (award recipient), energy usage/procurement (award recipient), multi-agency oversight, anti-terror and facilities oversight, competitive procurement, strategic policy formulation and implementation, problem analyses, and negotiations. Designed and developed initiatives and systems from beginning idea to successful completion.

EDUCATION

Trinity College, B.A., Hartford, CT  
Harvard Business School, M.B.A., Cambridge, MA

SERVICE ORGANIZATIONS

Veterans of Foreign Wars  
Post 1775 Arlington, MA  
ReElected Commander  
2019-2024  
VFW District 18 (16 VFW POSTS)  
Elected Financial Trustee  
2023-2024

PROFESSIONAL EXPERIENCE

Massachusetts Innovation Center, LLC, Fitchburg, MA  
*Director, Renewable Energy Projects, 11/2003-12/2004*

Contracted to manage project for design, development, and construction/installation of renewable energy program (integrated solar and geothermal projects) for economic redevelopment project converting 300,000 sq. ft. mill complex into high technology mixed-use site using Federal (USDA Rural Development), Commonwealth (Massachusetts Technology Collaborative), and private funds.

UMass Memorial Health Care, Worcester, MA  
*Director, Capital Plans, 4/2003-10/2003*

Temporary six month appointment to accelerate \$372 million five year capital improvement plan including \$111 million Emergency Department Lakeside Expansion; develop reporting tools, improve accountability and performance of Project/Program Managers; surface/identify unbudgeted capital obligations, implement capital spending and accounting controls; develop requirements and release solicitation for Owner's Representative/Sr. Director of Large Capital Projects (Lakeside Expansion); draft RFP for architects of major capital projects, review and oversee contract drafting and negotiations; draft RFP for Pre-Construction Services (Lakeside Expansion) and for Construction Manager at Risk; trouble shoot space assignments, renovation project problems, and other ad hoc issues. Recommend position requirements for new Vice President of Facilities and department organization chart; analyze and recommend overall organizational structure of UMass Memorial Medical Center.

Governor's Legal Counsel Court Task Force, Commonwealth of Massachusetts  
*Member, 2/2003*

Service on Governor's Chief Legal Counsel's "Task Force on the Courts" to rethink operations, reorder budget, specify funding of core functions, identify additional revenues, recommend changes, and court closures. Responsibilities include reality testing proposed changes and lead liaison with top court managers.

**Executive Office of Administration and Finance, Commonwealth of Massachusetts**

***Assistant Secretary for Operations and Management, 2000-2003***

Appointed by two consecutive Governors. Charged with seven Agency Oversight including the Bureau of State Office Buildings, Anti-Terror Security, the Division of Capital Asset Management and Maintenance, and the Operational Services Department (the state procurement agency) totaling \$750 million to \$1 billion contract spending including building maintenance, vertical construction, leasing, real estate, and general procurement of goods, services, and energy. Responsibilities encompass Private/Public Sector Problem Resolution and Working Group Leadership. Position chartered to implement administration policies, originate new policy initiatives, and resolve cross-agency/cross-secretariat/private sector conflict issues.

**Capital Cost vs. Operating Cost Building Construction Dispute:**

Successfully resolved capital cost vs. energy operating cost impasse between developers and state agencies and negotiated agreement for mixed private/public financed redevelopment of 21-story private/state office building to include energy efficient HVAC plant.

This agreement eliminated the initial low capital cost plant demanded by developers which would have passed long term high operating costs on to tenants.

Originated/organized Initiative to develop advanced energy efficient building which resulted in feasibility study completion and proposed site selection for 500,000 sq. ft. Health & Human Services office building. Originated and promoted strategic initiative to link energy systems of all Beacon Hill/Government Center State buildings in a high efficiency, reliability redundant energy grid with a chill/hot water loop to reduce plant capital and operating costs in a "virtual campus" design instead of multiple stand-alone sites.

Organized/led multi-agency Governor's Surplus Land/Affordable Housing Task Force of senior executives; implemented process to make hundreds of acres of state land available for affordable housing.

Organized and led multi-agency, state/city, and private developer working group which successfully revived and revitalized moribund Dudley Square (now Nubian Sq.) real estate redevelopment project complicated by five landowners, toxic contamination problems, disputes amongst private developers, and insufficient private financing.

Originated, managed, and enlisted private sponsorship of historic state house project to wrap the entire four-story State House facade in a digitized color graphic of Saint-Gauden's bronze relief of the Civil War's famously heroic Massachusetts' Glory Brigade of African-American soldiers.

**Office of the Chief Administrative Justice of The Trial Courts of Massachusetts**

***Manager, Fiscal Affairs-Financial Systems and Procurement, 1985-2000***

Development and Implementation of Operational Changes throughout organization. Responsibilities for this position and the two below positions (see Operations and Court Reform Manager) included rationalizing, codifying, and implementing efficient and auditable work flows and professional financial accounting, procurement, and other business operations within the previously independent 120 divisions across the Commonwealth working with the Executive Branch and State Treasurer to initiate system-wide changes such as:

Originated/led Judicial Branch participation and provided design leadership to the Commonwealth's intergovernmental energy management team to be the first state to procure natural gas in the recently deregulated market.

*For this work, received Governor's Massachusetts Innovations Award; was first Judicial Branch employee to receive this Executive Branch award.*

Special assignment to Executive Branch Task Force to radically streamline state procurement system, personally originated/ drafted initial criteria principles which reduced hundreds of pages to one 8-page regulation; drafted organization/position function plan to completely re-engineer state procurement.

*For this work, was the first Judicial Branch employee to receive the Governor's highest public service award.*

***Financial Operations Manager, 1979-1985***

Managed all major procurements and court relocations; personally specified policies for all procurements within the courts of Massachusetts including specifications, design, and layout of courthouse furnishings/equipment.

Probation Receipt Accounting, Computer System Roll-Out. Managed major enhancement/expanded implementation of automated probation receipting and disbursement system for the 84 highest volume courts (increased child support collections from \$21 million to over \$150 million).

Designed specifications and managed implementation of central banking project with State Treasurer to sweep all 234 local depository accounts across state nightly into high interest money market funds.

Office of the Executive Secretary, Supreme Judicial Court of Massachusetts  
*Court Reform Project Manager, 1978-1979*

Responsible for developing and implementing professional operating standards for financial, accounting, personnel, procurement, and business practices throughout Judicial Branch as well as specifying and implementing other system and organizational redesign initiatives such as:

Designed technical specifications for accounting and personnel system RFPs, selected vendors, and managed performance.

Managed accounting receipting/disbursement system implementation including redesign of workflow and staff position functions, system rollout, and training throughout 120 court divisions.

**ADDITIONAL PROFESSIONAL EXPERIENCE**

**Start Ups**

*Co-owner/Founder, Quick Hit Designs, Hong Kong*

*Vice President, National Sales and Operations Manager, Bugatti Leather Design, Cambridge, MA*

**Other**

*President (acting), Georgetown Leather Design, Washington D.C.*

*Consulting Contract Manager, Abt Associates, Cambridge, MA*

*Marketing Information Manager, United Technologies, East Hartford, CT*

**MILITARY**

**U.S. Navy**

Fleet Flagship Service: Atlantic, Caribbean, Far East including being Team Leader of Advanced Combat Landing Party on beach prior to U.S. Marines first landings in Viet-Nam at Danang (03/1965) and Hue (04/1965). First Marine landings Viet-Nam Communications Security Clearances: Top Secret, Cosmic, Crypto, No Forn.

**Viet-Nam**

Two consecutive combat tours

**Swift Boats**

Patrol Craft Fast (PCF-51)

*O-In-C/Skipper*

*Team Leader, Combat Patrol Team Bravo (eight Swift Boats)*

Swift Boat Squadron ONE Saigon

*Team Leader, Viet-Nam Battle Readiness Team, all Swifts in RVN*

**AWARDS AND COMMENDATIONS**

**U.S. Navy Viet-Nam**

- Bronze Star with Combat "V" (Valor)
- Citations and Letters of Commendation and Congratulations from Commander-In-Chief (CINC) Pacific Fleet, CINC Seventh Fleet, Commander U.S.N. Forces Viet-Nam
  - Independently developed successful coastal intelligence network cited for operating "behind enemy lines."
  - Amount of contraband intercepted
  - Number of VC Cadre detained
  - Effectiveness of fire support missions for Special Forces Bases/Outposts under attack by VC and NVA (North Vietnamese Army)
  - SEAL Team operations landing, directly supporting, and extraction; Blocking Force Commander

**Commonwealth of Massachusetts**

- Governor's "Outstanding Commonwealth Employee" Carballo Award for Excellence in Public Service, October 1998
- Governor's Innovations in Procurement Award (ENERGY), December 1998



## Philip McGovern

---

From: Town Manager  
Sent: Wednesday, June 12, 2024 8:34 AM  
To: Philip McGovern  
Subject: Fw: VETERANS COUNCIL APPLICATION

---

From: Michael Alogna <[REDACTED]>  
Sent: Thursday, May 30, 2024 7:37 AM  
To: Town Manager <[REDACTED]>  
Subject: VETERANS COUNCIL APPLICATION

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Mr. Feeney,

I certainly do have an interest in serving on the Arlington Town Veterans Council having worked closely recently with our new VSO, Colonel Phil McGovern, on Memorial Day preparations and some events. By the way, I was always very pleased with CPO Jeff Chunglo's efforts and wondered how he could be adequately replaced, but Colonel Phil has done a great job since his arrival. His background is also most impressive.

Whether it be the rehabilitation \* and expansion of the Veterans Memorial as envisioned by my betters in our town center or the elaboration of our citizens' recognition of our stalwart veterans' sacrifices from April 19, 1775 to the present, I would very much want to offer my efforts to help with the success of such projects.

Most Arlingtonians don't know the full extent of the brave and bloody happenings that were here in 1775 and the actions of the veterans of that long ( 7 year or longer) struggle nor what their neighbors have sacrificed since then.

I have a varied background from being a Swift Boat driver for two volunteer \*\* combat tours in V-N to doing startups in Hong Kong and Cambridge to being a change agent as Court Reform Manager appointed by the SJC for the Commonwealth and then being appointed to serve on Executive Branch task forces to promote innovations in state government.

I have always tried to bring enthusiasm, questioning current ideas, and encouraging other's original thinking to whatever might be the job at hand..... including challenging my own thoughts ( which is often awkward to do).

Although I am currently Commander of our local VFW POST 1775, I also have extracurricular projects. One is trying organize a means for Vietnam Vets to donate directly to children's welfare in Vietnam. I know these VietVets and they would love to contribute.

When we tried to do this years ago, the hostile Marxist government there rejected our efforts, declaring they neither needed nor wanted our tainted "Imperialist Dollars."

However, now that we are allied in our mutual resistance to an aggressively expansionist China... their bitter enemy for a thousand years...they have opened their hearts and before this time next year, I think we will be successful.

We may even be able to target some of the aid to the isolated fishing hamlets/ villages who saved our lives a number of times by giving our boat good and, most importantly, timely Intel.

At any rate, the above's a short news clip of whom I claim to be . I am also forwarding under separate cover a bundle of self-serving bio-data that I hope will be helpful.

Unfortunately for you and the selection board , I recently had to put it all together for another authority ; hence the volume of brags coming your way.

I'll send the two docs along at 10:00AM.

Very Respectfully,

Mike Alogna

Arlington ma 02476

VFW POST 1775

Commander

2019-2024

VFW DISTRICT 18

Financial Trustee

2024-2027

\* As I recall, as Asst Town Manager , you have already been instrumental in beginning that rehab when I complained about the apparent vandalism on a past occasion.

\* \* Nothing special AT ALL about my volunteering there as all Swifties \*\*\* had to be volunteers... the U.S. Navy didn't make anyone go to war in that smallish 50' all aluminum boat.  
You hadda ask.

\*\*\* Although many are Taylor Swift listeners or our kids are, our group title was adopted a generation or so before Ms Taylor's phenomenon.

Sent from my iPhone



## Town of Arlington, Massachusetts

---

### Council on Aging

#### Summary:

Susan Gibbons (Term to Expire: 01/31/2028)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Gibbons_S_COA_packet_Redacted.pdf	Reference



Town of Arlington  
Office of the Town Manager

James Feeney  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010

MEMORANDUM

DATE: March 30, 2025  
TO: Members of the Select Board  
SUBJECT: Appointment to the Council on Aging

---

This memo is to request the Board's approval of my appointment of Susan Gibbons, Arlington, MA as a member on the Council on Aging with a term expiration date of 1/31/2028.

A handwritten signature in blue ink, consisting of stylized loops and a long horizontal stroke.

---

Town Manager

OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE 781-316-3020  
FAX 781-316-3029

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

April 2, 2025

Susan Gibbons  
[REDACTED]

Arlington, MA 02476

Re: Appointment: Council on Aging

Dear Susan:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, April 7, 2025, at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Thursday, April 3<sup>rd</sup>, at 7:00 p.m.

Please do not hesitate to contact me by e-mail, [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher  
Board Administrator



March 11, 2025

Dear Mr. Feeney,

I am writing to express my interest in the open seat on the Council on Aging Board.

I have been the Thursday morning volunteer at the Community Center welcome desk since 2022 and I enjoy meeting all the people that come in for programs and services. Thursdays are a busy day in the Community Center and I help direct people to where their classes and groups are meeting, as well as bring them to the COA office when they are looking for help in many different ways.

I have a B.S in Early Childhood Education from Lesley University. Before my mother became ill, I worked with children in childcare centers, after school programs and as a nanny as well. More recently, I worked at H&R Block in Arlington at the front desk doing many varied duties.

I have been an Arlington resident for most of my life and am also a caregiver to my mother who is 89 years old. I have been a part of the Volunteer Tax Work Off program for the past few years as well.

I am interested in learning more about how our town government works and I thought that joining the Board would be a good way to do that.

Thank you for your consideration.

Sincerely,



Susan Gibbons

[Redacted]

[Redacted]

[Redacted]



## Town of Arlington, Massachusetts

---

### Poet Laureate of Arlington

#### Summary:

Thomas DeFreitas (Term to Expire: 06/30/2027)

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Defreitas_T_Poet_Laureate_Redacted.pdf	Reference



**Town of Arlington  
Office of the Town Manager**

**James Feeney  
Town Manager**

**730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010**

**MEMORANDUM**

**DATE:** April 2, 2025

**TO:** Members of the Select Board

**SUBJECT:** Appointment as Poet Laureate of Arlington

---

This memo is to request the Board's approval of my appointment of Thomas DeFreitas, Arlington, MA, as the next Poet Laureate of Arlington. His term will commence on July 1, 2025 and have a term expiration date of June 30, 2027.

A handwritten signature in blue ink, consisting of stylized loops and a long horizontal stroke.

---

**Town Manager**

OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE 781-316-3020  
FAX 781-316-3029

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

April 2, 2025

Thomas DeFreitas

[REDACTED]  
Arlington, MA 02474

Re: Appointment: Poet Laureate of Arlington

Dear Thomas:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, April 7, 2025, at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Thursday, April 3<sup>rd</sup>, at 7:00 p.m.

Please do not hesitate to contact me by e-mail, [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher  
Board Administrator

Curriculum Vitae  
of Thomas DeFreitas  
Applicant for the Post  
of Fifth Poet Laureate of Arlington

[REDACTED]  
Arlington, Massachusetts 02474  
[REDACTED]  
[REDACTED]

**Thomas DeFreitas** (“defraytus,” he/him/etc) was born in 1969 in Boston. He was educated at the Boston Latin School, and attended the University of Massachusetts (Boston and Amherst). His poems have appeared in *Dappled Things*, *Ibbetson Street*, *Ovunque Siamo*, *Pensive*, *Plainsongs*, and elsewhere.

In April 2018, Thomas’s poem “Chasing the Waves” was chosen to be part of the Talking Chair Project, an interactive poetry exhibit at the Robbins Library in Arlington, Massachusetts. In the summer of 2019, “Detox” was chosen as an Award Poem by the editors of *Plainsongs*. In November 2024, Thomas’s poem “[Grief](#)” was nominated for a Pushcart Prize by the editor of *Autumn Sky Poetry Daily*.

Thomas’s latest collection, [Swift River Ballad](#), was published by Kelsay Books in September 2023. Kelsay also published his first two collections, [Longfellow, Tell Me](#) (2022) and [Winter in Halifax](#) (2021).

**Education:**

- September 1989 to December 1990, University of Massachusetts, Amherst, MA.
- January 1989 to May 1989, University of Massachusetts, Boston, MA.
- June 1987: Graduated from the Boston Latin School.

**Books of Poems:**

- *Walking Between the Raindrops* (Kelsay Books, forthcoming, 2025)
- *Swift River Ballad* (Kelsay Books, 2023, 46 pp.)
- *Longfellow, Tell Me* (Kelsay Books, 2022, 78 pp.)
- *Winter in Halifax* (Kelsay Books, 2021, 48 pp.)

**Broadsheet (of limited circulation):**

- *Changes & Chances* (No Fixed Address Press, 2024, 24 pp.)



### Seeking a Publisher:

- *Bravissima: A Gathering of Ghazals* (Currently submitted to Finishing Line Press, Georgetown, KY)

### Journals Where Thomas's Poems Have Appeared:

- *Autumn Sky Poetry Daily*
- *Dappled Things*
- *Ibbetson Street*
- *Light: Poems of the Week*
- *Muddy River Poetry Review*
- *Mudfish*
- *The Orchards*
- *Ovunque Siamo*
- *Pensive*
- *Plainsongs* (suspended publication)
- *The Poetry Porch*
- *The Somerville Times* ("Lyrical Somerville")
- *Soul-Lit* (suspended publication)

### Readings (with links to video if available):

- September 28, 2024: Boston Poetry Marathon (Hour Ten, 7:00 pm), virtual, 3rd reader of the hour
- September 19, 2024: Poetry Porch Reading at First Church of Cambridge, Cambridge, MA
- August 20, 2024: Beehive Poets at Robbins Library, Arlington, MA
- August 14, 2024: Contributor to the Poets for Harris YouTube Channel; video here.
- January 7, 2024, New England Poetry Club Member Celebration, on Zoom
- October 24, 2023: Robbins Library, Arlington, MA, with Anne Elezabeth Pluto
- August 5, 2023: The Boston Poetry Marathon
- June 10, 2023: Park Avenue Congregationalist Church, with the Bee Hive Poets and Cantilena Women's Chorus, Arlington Heights Spring Fling Festival, Arlington, MA
- November 19, 2022: Italian American Writers' Association, Boston, co-feature (with Joy Baglio)
- May 2022: Cervena Barva Press reading, online, co-feature (with Cathie Desjardins)
- January 2022: New England Poetry Club, members with new books, online (with Dorothy Derifield and Moira Linehan)
- November 14, 2021: St James's Episcopal Church, Cambridge, MA, launch of *Winter in Halifax*
- 2015-2019: A series of forty-nine readings at the Chestnut Manor Housing Development, Arlington, MA (my own work and the work of others)

**Further information** is available at my website: [thomasdefreitas.me](http://thomasdefreitas.me)

## Work Sample

for Thomas DeFreitas  
Applicant to the Post  
of Fifth Poet Laureate of Arlington

  
Arlington, Massachusetts 02474  


+ + + + +

Poems in this document:

Detox  
Grief  
Tin Cup/Copa de estaño  
Swift River Ballad  
A Mad Patch of Song

## Detox

Published in *Winter in Halifax* (Kelsay Books, 2021).

Award Poem from *Plainsongs* magazine, Hastings, NE., Summer 2019.

A hurt woman of thirty, thirty-five,  
doing a seven-day stint at Pine Grove detox  
paces, hazy, puzzled to be alive:  
feet wedged in flip-flops, sheathed in dirty socks.

Her voice is Castle Island, her first name  
a common one for children of the '80s.  
She clings to the few comforts of this Hades:  
cigarettes, decaf coffee, shared shame.

Red-haired, her face all freckle and tear-streak,  
familiar as Broadway or Andrew Station,  
she manages both defiance and defeat.

She broods over the sight of her own feet  
scuffing the Lysol'd halls of desolation  
where she'll get sober if only for a week.

# Grief

To be published in *Walking Between the Raindrops* (Kelsay Books, 2025).

Nominated for a Pushcart Prize by the editor of *Autumn Sky Poetry Daily*, November 2024.

Grief is the heart feeling a phantom limb:  
estrangement's bitter wine, wept memory,  
the loss that never will unlose itself,  
departure from which there is no return.

It is the strain of music cut off just  
as the crescendo starts to swell and gather.  
It is the thousand texts and conversations  
that never will take place except in dreams.

Grief is five white knuckles shaken at God,  
the prayer refusing in its rage to pray,  
the rosary of memories rehearsed

as if remembering could raise the dead,  
as if the loved and lost could breathe again  
through the defiant will of the bereaved.

## Tin Cup

The first of my poems to have been translated into a language other than English (see Spanish translation by Allen R. Pérez below). Written 6<sup>th</sup> November 2024, the day after Election Day.

Used as the “Prayer of Compassion” in Sunday services on 10<sup>th</sup> November 2024 at Shepherdstown Presbyterian Church, Shepherdstown, WV; Rev. Gusti Linnea Newquist, pastor: [gustinewquist@gmail.com](mailto:gustinewquist@gmail.com)

I have been a beggar of blessings,  
a mendicant of mercies,  
rattling my cup for spare grace.  
I love, with the heart of my heart,  
the one who pauses over me  
to toss me a few dimes of light.

But I love even more the one  
who, having no light to give,  
spends a few long minutes  
in the darkness with me,  
speaking consolation,  
maybe even singing.

\*

## Copa de estaño

He sido mendigo de bendiciones,  
un limosnero de misericordias,  
agitando mi copa por migajas de gracia.  
Amo, con lo profundo de mi ser,  
a quien se detiene sobre mí  
y lanza algunos centavos de luz.  
Pero amo aún más a quien,  
sin luz para ofrecer,  
se queda unos minutos en la oscuridad conmigo,  
hablando consuelo,  
quizá hasta cantando.

[translated by Allen R. Pérez]



# Swift River Ballad

Published in *Swift River Ballad* (Kelsay Books, 2023).

Selected by Steven Ratiner as the 169<sup>th</sup> Red Letter Poem, appearing in the series on July 21, 2023

A winter sky darkens above Swift River;  
Regulars gather at Charlie's Bar & Grill.  
"I Fall to Pieces" plays on the old jukebox  
Beside the grudge-handled cigarette machine.

Regulars gather at Charlie's Bar & Grill:  
There's a faint smell of sawdust and wrecked dreams.  
Beside the grudge-handled cigarette machine,  
A grit-voiced redhead staggers from cheap gin.

There's a faint smell of sawdust and wrecked dreams:  
Five or six local boys get high out back.  
A grit-voiced redhead staggers from cheap gin:  
*Who's gonna buy the lady another drink?*

Five or six local boys get high out back:  
Money is scarce and jobs are hard to come by.  
Some guy buys Julianne another drink.  
*That's Larry, Butch's kid. Wife just left him.*

Money is scarce and jobs are hard to come by:  
"I Fall to Pieces" plays on the old jukebox.  
Like a comfortless man whose wife's just left him,  
A winter sky darkens above Swift River.

## A Mad Patch of Song

Published in *Swift River Ballad* (Kelsay Books, 2023).

You are the pink mint of floral days.  
Pert froth of comic blossoms, sip  
of cool blue heaven. You are the trust  
of once-braided hair flaunting in a breeze.  
Who can compass your jests and gestures  
against the green tedium of summer?

Iris among ferns in the dank hollow.  
Accidental majesty no curse can hurt.  
I will greet you with a mad patch  
of song. And you will brighten and blush,  
crash into a racket of laughter, nudge me  
out of the dust into rainburst and radiance.

Statement of Thomas DeFreitas  
Applicant to the Post of Fifth Poet Laureate of Arlington, MA



\*

Why should I be the next Poet Laureate of Arlington?

I have been a resident of Arlington since 2010. I have developed strong connections in the poetry community, been a member of the Beehive Group since its inception in 2015, have enjoyed cordial relations with every poet who has held the post of laureate. I have had poems appear in several journals during the last ten years, and have seen three collections published under the Kelsay Books imprint in the last four years. I have given readings at the Chestnut Manor housing development (my residence from 2010 until 2022), a series of informal talks which developed a loyal core of about a dozen attendees. I have taught poetry during the height of the pandemic to a dear friend's young daughter, with our classes being conducted on Zoom. I have appeared four times in the Red Letter Poems series, curated by our former laureate, Steven Ratiner. And two poems of mine will be appearing in the forthcoming Arlington 250 anthology.

But as I list these accomplishments and happy circumstances, I still haven't really answered the question, have I?

Let me get a bit more personal, then!

Poetry is the air that I breathe. It has been part of me since 1981, with my early encounters with Robert Frost in Mr. Waldron's 7<sup>th</sup>-grade poetry class at Boston Latin School. In 1985, the year I turned sixteen, I made a triple discovery: the work of Emily Dickinson, of Seamus Heaney, and of Dylan Thomas. I heard Heaney read in April 1985 at Boston College; it was a living, breathing indication that poetry is something that living, breathing human beings can do!

So many lines, so many poems, so many voices, are part of my body-memory. What prayers are to the devout, poems are to me. I think it was James Merrill who made bold to say that Wallace Stevens' poem "Final Soliloquy of the Interior Paramour" was his (Merrill's) "23<sup>rd</sup> Psalm"! I understand where Merrill's coming from. I look at the spiky black spider-limbs of trees against a slate-grey December sky, and almost unbidden to my lips, arrives Dickinson's "There's a certain Slant of Light, Winter Afternoons, That oppresses like the Heft of Cathedral Tunes ---."

If I were to be named the fifth Poet Laureate of Arlington, I would see myself in three different roles, as it were, and have three distinct goals or aims for my term as laureate:

My roles. First, I'd be keenly mindful of being the first Gen X poet laureate for the town, the first to have been born after 1964! I would be aware of my cultural biases and native atmosphere (more familiar with Tracy Chapman and the Smiths than with Kendrick Lamar and Taylor Swift), but I would try my level best to be attentive to what citizens of every generation have to offer.

Second, I would see myself as "the listening laureate." I admit: I am very fond of the sound of my own voice! It's a failing perhaps endemic to poets, an occupational hazard. But I would aim to listen to poets, to laureates of surrounding communities, and indeed, to all members of the arts community, and to all who see themselves as an audience for poetry—of all backgrounds, identities, expressions, races, age groups, and economic situations. I would aim to foster an atmosphere of invitation, and ardently hope that I would not be a "gatekeeper"!

The third aspect of my role is kin to the second: collaboration. I'm prepared to collaborate with anyone who wishes to see poetry thrive in our community. I'm ready to learn from folks who work in other media, eager to see what inspired cross-pollination can occur. I would not see myself as a solitary eminence, issuing wisdom from on high! I would have my ear to the ground.

And in brief, three aims of my prospective term as laureate:

1. To invigorate the imagination, creativity, and confidence of the youth of Arlington, from, let us say, high-school age to 25. To get youth to participate in readings, in discussions, in workshops; to encourage attendance at the Beehive, where I find myself the second youngest poet at age 55! I would deeply consider how young people might more ably and joyfully participate in poetry-related activities in Arlington.
2. To amplify the voices of LGBTQ+ citizens and their allies. To ensure that the voices of persons of color (BIPOC, Black, Indigenous, People of Color) are encouraged, valued, esteemed, prized, and heard. Lately, the amplification of queer, nonbinary, nonconforming, and trans voices has become personally important to me, for reasons that I would be eager to expand upon at an opportune time.
3. To explore how poetry can be used to process grief and other trauma. I would be open to the advice of poets who have some experience in the field of psychotherapy and psychoanalysis to assist me in this endeavor (the Boston-based poet Jennifer Markell comes to mind in this connection, and if she were not available, there might be others who could assist).

I thank the Poet Laureate Committee, wholeheartedly, wholesouledly, for considering my application to be the next Laureate. I look forward to hearing from you.

Peace and light,  
Thomas DeFreitas

Statement of Thomas DeFreitas  
Applicant to the Post of Fifth Poet Laureate of Arlington, MA



\*

Why should I be the next Poet Laureate of Arlington?

I have been a resident of Arlington since 2010. I have developed strong connections in the poetry community, been a member of the Beehive Group since its inception in 2015, have enjoyed cordial relations with every poet who has held the post of laureate. I have had poems appear in several journals during the last ten years, and have seen three collections published under the Kelsay Books imprint in the last four years. I have given readings at the Chestnut Manor housing development (my residence from 2010 until 2022), a series of informal talks which developed a loyal core of about a dozen attendees. I have taught poetry during the height of the pandemic to a dear friend's young daughter, with our classes being conducted on Zoom. I have appeared four times in the Red Letter Poems series, curated by our former laureate, Steven Ratiner. And two poems of mine will be appearing in the forthcoming Arlington 250 anthology.

But as I list these accomplishments and happy circumstances, I still haven't really answered the question, have I?

Let me get a bit more personal, then!

Poetry is the air that I breathe. It has been part of me since 1981, with my early encounters with Robert Frost in Mr. Waldron's 7<sup>th</sup>-grade poetry class at Boston Latin School. In 1985, the year I turned sixteen, I made a triple discovery: the work of Emily Dickinson, of Seamus Heaney, and of Dylan Thomas. I heard Heaney read in April 1985 at Boston College; it was a living, breathing indication that poetry is something that living, breathing human beings can do!

So many lines, so many poems, so many voices, are part of my body-memory. What prayers are to the devout, poems are to me. I think it was James Merrill who made bold to say that Wallace Stevens' poem "Final Soliloquy of the Interior Paramour" was his (Merrill's) "23<sup>rd</sup> Psalm"! I understand where Merrill's coming from. I look at the spiky black spider-limbs of trees against a slate-grey December sky, and almost unbidden to my lips, arrives Dickinson's "There's a certain Slant of Light, Winter Afternoons, That oppresses like the Heft of Cathedral Tunes ---."

If I were to be named the fifth Poet Laureate of Arlington, I would see myself in three different roles, as it were, and have three distinct goals or aims for my term as laureate:

My roles. First, I'd be keenly mindful of being the first Gen X poet laureate for the town, the first to have been born after 1964! I would be aware of my cultural biases and native atmosphere (more familiar with Tracy Chapman and the Smiths than with Kendrick Lamar and Taylor Swift), but I would try my level best to be attentive to what citizens of every generation have to offer.

Second, I would see myself as "the listening laureate." I admit: I am very fond of the sound of my own voice! It's a failing perhaps endemic to poets, an occupational hazard. But I would aim to listen to poets, to laureates of surrounding communities, and indeed, to all members of the arts community, and to all who see themselves as an audience for poetry—of all backgrounds, identities, expressions, races, age groups, and economic situations. I would aim to foster an atmosphere of invitation, and ardently hope that I would not be a "gatekeeper"!

The third aspect of my role is kin to the second: collaboration. I'm prepared to collaborate with anyone who wishes to see poetry thrive in our community. I'm ready to learn from folks who work in other media, eager to see what inspired cross-pollination can occur. I would not see myself as a solitary eminence, issuing wisdom from on high! I would have my ear to the ground.

And in brief, three aims of my prospective term as laureate:

1. To invigorate the imagination, creativity, and confidence of the youth of Arlington, from, let us say, high-school age to 25. To get youth to participate in readings, in discussions, in workshops; to encourage attendance at the Beehive, where I find myself the second youngest poet at age 55! I would deeply consider how young people might more ably and joyfully participate in poetry-related activities in Arlington.
2. To amplify the voices of LGBTQ+ citizens and their allies. To ensure that the voices of persons of color (BIPOC, Black, Indigenous, People of Color) are encouraged, valued, esteemed, prized, and heard. Lately, the amplification of queer, nonbinary, nonconforming, and trans voices has become personally important to me, for reasons that I would be eager to expand upon at an opportune time.
3. To explore how poetry can be used to process grief and other trauma. I would be open to the advice of poets who have some experience in the field of psychotherapy and psychoanalysis to assist me in this endeavor (the Boston-based poet Jennifer Markell comes to mind in this connection, and if she were not available, there might be others who could assist).

I thank the Poet Laureate Committee, wholeheartedly, wholesouledly, for considering my application to be the next Laureate. I look forward to hearing from you.

Peace and light,  
Thomas DeFreitas





## Town of Arlington, Massachusetts

---

### For Approval: Wine & Malt Alcohol License Transfer

#### Summary:

CSB Theatres, Inc., Capitol Theatre, Jamie Matchen and Ian Judge, 204 Massachusetts Avenue

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Capitol_WM_App.pdf	Application
▢	Reference Material	Capitol_WM_Ir.pdf	Inspection Reports
▢	Reference Material	Capitol_Letters_of_Support.pdf	Letters of Support



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM

APPLICATION FOR A TRANSFER OF LICENSE

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](http://ABCCPAYMENTWEBSITE)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE  
PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

00061-CP-0030

ENTITY/ LICENSEE NAME CSB Theaters, Inc

ADDRESS 204 Mass Ave

CITY/TOWN Arlington

STATE MA

ZIP CODE 02475

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input checked="" type="checkbox"/> Transfer of License                | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  |   | <input type="checkbox"/> Other:   | <input type="checkbox"/> Change of DBA                                |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS  
APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**APPLICATION FOR A TRANSFER OF LICENSE**

Municipality

**1. TRANSACTION INFORMATION**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Transfer of License | <input type="checkbox"/> Pledge of Inventory        | <input type="checkbox"/> Change of Class  |
| <input type="checkbox"/> Alteration of Premises         | <input type="checkbox"/> Pledge of License          | <input type="checkbox"/> Change of Category   |
| <input type="checkbox"/> Change of Location             | <input type="checkbox"/> Pledge of Stock            | <input type="checkbox"/> Change of License Type<br>(\$12 ONLY, e.g. "club" to "restaurant") |
| <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Other <input type="text"/> |   |

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

CSB theatres has signed a lease for the Capitol Theater and is seeking to transfer the current license held for that same location by Fraiman Enterprises, INC for the same premises. The applicant wishes to continue current operations with no change to the theme or concept

**2. LICENSE CLASSIFICATION INFORMATION**

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
On-Premises	\$12 Restaurant	Wine and Malt Beverages	Annual

**3. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Current or Seller's License Number  FEIN

Entity Name

DBA  Manager of Record

Street Address

Phone  Email

Add'l Phone  Website

**4. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. If this application alters the current premises, provide the specific changes from the last approved description. You must also submit a floor plan.

The premise has three floors with a gross area of 61448 feet and a finished area of 39408.00 feet. The premise has 62 rooms and 18 full bath. On the main floor is the ticket office, lobby and concession. There are 6 auditoriums and all theaters except for number 4 and 5 are wheel-chair accessible.

Total Sq. Footage	<input type="text" value="61448"/>	Seating Capacity	<input type="text" value="1,022"/>	Occupancy Number	<input type="text" value="2,000"/>
Number of Entrances	<input type="text" value="2"/>	Number of Exits	<input type="text" value="11"/>	Number of Floors	<input type="text" value="3"/>

# APPLICATION FOR A TRANSFER OF LICENSE

## 5. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

Transferor Entity Name	CSB Theatres, Inc		By what means is the license being transferred?	Purchase
List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.				
Name of Principal	Title/Position	Percentage of Ownership		
Ian Judge	President and Manager	32		
Name of Principal	Title/Position	Percentage of Ownership		
Jamie Mattchen	Treasure	32		
Name of Principal	Title/Position	Percentage of Ownership		
Ian Brownell	Vice President	32		
Name of Principal	Title/Position	Percentage of Ownership		
John J. O' Leary	Secretary	4		
Name of Principal	Title/Position	Percentage of Ownership		

## 6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLC Members, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
 On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;  
 Off Premises (Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
Ian M. Judge			
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
President	32	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Jamie Mattchen			
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
Treasurer	32	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
John J. O' Leary			
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
Secretary	4	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Ian Brownell			
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
Vice President	32	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

# APPLICATION FOR A TRANSFER OF LICENSE

## 6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? ☐ Yes ☒ No

### CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	

## APPLICATION FOR A TRANSFER OF LICENSE

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled?  
Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

### 7. CORPORATE STRUCTURE

Entity Legal Structure

Date of Incorporation

State of Incorporation

Is the Corporation publicly traded? ☐ Yes ☒ No

### 8. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☒ No

### 9. APPLICATION CONTACT

The application contact is the person who the licensing authorities should contact regarding this application.

Name:

Phone:

Title:

Email:



## APPLICATION FOR A TRANSFER OF LICENSE

### 10. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	
B. Purchase Price for Business Assets	
C. Other* (Please specify)	
D. Total Cost	

\*Other: (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs);"

### SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	

### SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

### FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

CSB Theatres was funded as follows: Ian Brownell contributed \$80000.00, Ian Judge contributed \$85000.00, Jamie Mattchen contributed \$85000.00. Bank statements for the company and each individual are attached.

### 11. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes ☒ No

Please indicate what you are seeking to pledge (check all that apply) ☐ License ☐ Stock ☐ Inventory

To whom is the pledge being made?

## 12. MANAGER APPLICATION

### A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Jamie Mattchen

Residential Address 1 Arlington MA 02426

Email jamie@frameonetheatres.com Phone                     

Please indicate how many hours per week you intend to be on the licensed premises 40

### B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen/Qualified Alien under the Immigration and Nationality Act? ☐ Yes ☒ No

If yes, attach one of the following documents: US Passport, Voter's Certificate, Birth Certificate, Naturalization Papers, Permanent Resident Card "Green Card," or Employment Authorization Document.

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

### C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
06/02	10/08	Manager	Lowes/AMC Theatre	
10/08	Current	Director of Operations	Capitol Theatre	

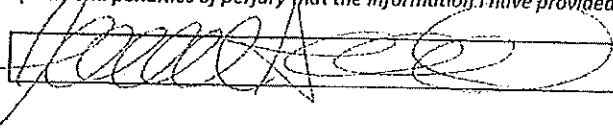
### D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature



Date

2/7/25

### 13. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?  
If yes, please fill out section 13.

☐ Yes ☐ No

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

**IMPORTANT NOTE:** A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

#### 13A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

#### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☐ No

#### 13B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 13A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 13C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 13A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 13D. PREVIOUSLY HELD MANAGEMENT AGREEMENT

Has any individual or entity identified in question 13A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

### 13E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question section 13B, 13C, 13D ever been suspended, revoked or cancelled?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

### 13F. TERMS OF AGREEMENT

a. Does the agreement provide for termination by the licensee?

Yes ☐ No ☐

b. Will the licensee retain control of the business finances?

Yes ☐ No ☐

c. Does the management entity handle the payroll for the business?

Yes ☐ No ☐

d. Management Term Begin Date

e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

☐ \$ per month/year (indicate amount)

☐ % of alcohol sales (indicate percentage)

☐ % of overall sales (indicate percentage)

☐ other (please explain)

ABCC Licensee Officer/LLC Manager

Signature:

Title:

Date:

Management Agreement Entity Officer/LLC Manager

Signature:

Title:

Date:

### ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

The management of CSB Theatres includes three individuals, Judge, Mattchen, and O'Leary, who have worked for Fraiman Enterprises, Inc, the seller of the license, since before the seller acquired the license and have been directly responsible for managing Fraiman Enterprises and its use of the license at Capitol Theatre. These three individuals, plus Brownell, formed CSB Theatres to lease the Capitol Theatre and continue operations under the same individuals. In essence, employees are buying the business they working at for years and wish to continue operations under their new entity, and are purchasing the license associated with that business in order to do so.



Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

CSB Theatres, Inc D/B/A Capitol Theatre

**ADDRESS:**

204 Mass. Ave.

**NAME OF APPLICANT:**

Ian Judge

**TYPE OF LICENSE:**

Wine and Malt Transfer License

(Formerly Fraiman Enterprises Inc.)

**REPORT DUE BY:**

March 19, 2025

**DEPARTMENTAL REPORT SECTION**

**DEPARTMENT:** Planning and Community Development

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☐ No Comments or Concerns

☐ Comments

☐ Concerns

☐ Objections

This application is for the transfer of license to the new owner of the CSB Theatres, Inc D/B/A Capitol Theatre. There is no proposed change in use. The business is located in a B3 Village Business District. The use is appropriate for this zoning and business. The Department has no objection to the transfer of a wine and malt license to this business.

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4/1/25





Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

CSB Theatres, Inc D/B/A Capitol Theatre

**ADDRESS:**

204 Mass. Ave.

**NAME OF APPLICANT:**

Ian Judge

**TYPE OF LICENSE:**

Wine and Malt Transfer License

(Formerly Fraiman Enterprises Inc.)

**REPORT DUE BY:**

March 19, 2025

**DEPARTMENTAL REPORT SECTION**

DEPARTMENT: Inspectional Services

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☐ No Comments or Concerns

☒ Comments

☐ Concerns

☐ Objections

**Building**

- All building changes need permits.
- All sign changes need approval and a sign permit.
- Window signs cannot exceed 25% of the window.
- Certificate of Occupancy is required.

**Plumbing**

- All plumbing and gas fitting work requires licensed contractors to obtain permits from this office for their respective trades.

**Electrical**

- All electrical work requires that permits be obtained from this office for their respective trades by licensed contractors, and any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4/1/25



Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

CSB Theatres, Inc D/B/A Capitol Theatre

**ADDRESS:**

204 Mass. Ave.

**NAME OF APPLICANT:**

Ian Judge

**TYPE OF LICENSE:**

Wine and Malt Transfer License

(Formerly Fraiman Enterprises Inc.)

**REPORT DUE BY:**

March 19, 2025

**DEPARTMENTAL REPORT SECTION**

DEPARTMENT: Fire

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☒ No Comments or Concerns

☐ Comments

☐ Concerns

☐ Objections

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Ian Judge", is written over a horizontal line.

Date: \_\_\_\_\_

4/1/25



## Arlington Fire Department Town of Arlington

Administrative Office  
411 Massachusetts Ave, Arlington, MA 02474  
Phone: (781) 316-3803 Fax: (781) 316-3808  
Email: rmelly@town.arlington.ma.us

Ryan Melly  
Deputy Fire Chief

### Checklist for food sales ownership conversion.

- All exit signs and emergency lights must be tested and in good working order
- FACP **must** have annual test paperwork on hand and be free of trouble and alarm signals
- Sprinkler system (if present) shall have current inspection tag
- All extinguishers must be hung with signs and a current inspection tag
- "K" extinguisher mounted and tagged in the kitchen area if using fat to cook
- All exits and exit paths must be in proper working order and free from storage
- No storage of excess combustibles allowed inside building or near exit ways
- Hoods must have current inspection/cleaning sticker attached
- Kitchen extinguishing systems must have current inspection tags
- If Ansul or Sprinklers present FACP must report to monitoring company
- Address must be clearly visible from the street
- Electrical panels must be accessible from floor to ceiling for the entire width
- Call for inspection after all has been completed 781-316-3803

---

### APPLICANT SIGNATURE SECTION:

**I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.**

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4/1/25



Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

CSB Theatres, Inc D/B/A Capitol Theatre

**ADDRESS:**

204 Mass. Ave.

**NAME OF APPLICANT:**

Ian Judge

**TYPE OF LICENSE:**

Wine and Malt Transfer License

(Formerly Fraiman Enterprises Inc.)

**REPORT DUE BY:**

March 19, 2025

**DEPARTMENTAL REPORT SECTION**

**DEPARTMENT:** Arlington Police Department

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☒ No Comments or Concerns

☐ Comments

☐ Concerns

☐ Objections

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Signature: \_\_\_\_\_

*[Handwritten Signature]*

Date: 4/1/25





Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

CSB Theatres, Inc D/B/A Capitol Theatre

**ADDRESS:**

204 Mass. Ave.

**NAME OF APPLICANT:**

Ian Judge

**TYPE OF LICENSE:**

Wine and Malt Transfer License

(Formerly Fraiman Enterprises Inc.)

**REPORT DUE BY:**

March 19, 2025

**DEPARTMENTAL REPORT SECTION**

**DEPARTMENT:** Health

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☐ No Comments or Concerns

☒ Comments

☐ Concerns

☐ Objections

The applicant is in the process of completing the plan review with the Health Department. A completed application has not been submitted as of March 31, 2025.

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Ian Judge", is written over a horizontal line.

Date: \_\_\_\_\_

4/1/25



Date: 01/28/2025

To Whom it may concern:

**On behalf of Jamie Mattchen, her partners and the newly formed CSB Theatres Inc., I am giving firsthand testimony with regards only to the transfer of the liquor license from the current owner to their corporation. The seriousness that the management team of the Capitol and subsequently their staff take in responsibility of the liquor license that they have been charged with previously begins with me as an owner of a business on the Capitol Theatre block for the last 28 years. I am 54 and balding and I am asked for ID every time I wish to make a purchase of an alcoholic beverage and have witnessed this regularly at the counter. As the father of a former employee of the Capitol, I can attest to the fact that no one under the age of 18 may pour alcoholic beverages at any time. My son worked there prior to and post turning 18 and the rules were followed consistently.**

**Sincerely,  
Brian Phillips  
Secretary**



## Arlington After-School Program



January 30, 2025

To Whom it May Concern,

I would like to share my support for Jamie Mattchen as a strong leader in running the Capitol Theater. My name is Todd Morse and I have run the after-school program for the town of Arlington since 2001. I have worked with Jamie for many years, certainly more than 10 and maybe as many as 15 or more. She has been a great partner to work with. We have seen countless movies at the theater over the years. On early release days, during vacation camps and over the summer we have both joined the scheduled movie times and also have rented the space for ourselves. We have groups that have gone to eat ice cream as a special treat and we even have shown our own student created films on the big screen. It has been a wonderful resource to enhance our program. Jamie, in particular, has always been great at working with us to make schedules work, dealing with payments and just making sure everything goes smoothly. She is well organized and responds in a very timely manner to all our correspondences. It would be a big loss for us if Jamie and the Capitol Theater were no longer available to us.

On a personal level I enjoy watching movies at the Capitol Theater regularly. I think the ability to stay in town, have an adult beverage and feel like we are participating with our community is a very special combination. The Capitol Theater provides that. The theater has a very home town feeling and my impression is that Jamie sets the tone for the others to follow.

I hope this letter conveys how important Jamie's leadership is in creating this very special place for the town of Arlington and for the students of the APS after-school programs.

Sincerely,

Todd Morse

Director Arlington After-School Programs (Hardy, Thompson, Gibbs, Peirce and Brackett)

1/30/2025

To Whom It May Concern,

My name is Sylvia Stevens and I am a long-time resident of Arlington. I am writing to share my recommendation for Jaimie Mattchen as she and the other members of the CSB Theatres, Inc. team take over the leadership of the Capitol Theatre. I have been a patron of the Capitol Theatre since I was a small child growing up in Arlington. I remember going when it was one large and grand theater with a balcony in the back. When it underwent renovation to house multiple screening rooms, I loved that this modernization was done while keeping the charms of the building such as the scrollwork and other decorations in the main theater as well as the outside of the building itself. Efforts like these are the hallmarks of the Capitol, preserving the history while embracing the modern upgrades to keep the services current.

Once I was married and we had our children, we loved being able to share the Capitol with them as we knew it would continue to be a warm and welcoming experience for all of us. We would walk up to the Capitol Creamery many times throughout the year as a family and always found interactions with the staff to be a great mix of professionalism with small-town familiar comfort. As our children grew, we hosted some of their birthday parties at the theater, and most recently, our oldest's high school graduation party where they played Mario Kart on the big screen, which was a big success. Throughout many of these events, both big and small, I have interacted with Jamie and have always found her to be personable and dedicated to the successful workings of the theater. We know that a small business has many moving parts and Jamie can often be seen moving throughout the theater be it interacting with customers to supporting the staff. I now have the unique pleasure of seeing this firsthand as our youngest has been working as floor staff and party host at the Capitol for over a year. We have always believed in the importance of supporting local small businesses and we are thrilled to know that the Capitol Theatre is being passed on to people like Jamie who have a history of caring for this business along with maintaining it as an integral part of the surrounding neighborhood.

The addition of a beer and wine sales license to the Capitol over a decade ago added more ways to serve customers while maintaining its family atmosphere. It has been a great way for this small business to not only bring in more revenue but to also compete with other area destinations for local live music events. This will help the Capitol continue to be successful as many other small theaters across the country struggle post-COVID.

As the theatre marks its 100th year anniversary soon, it is wonderful to know that this new team, of CSB Theatres, Inc., is made up of individuals such as Jamie, who will continue to run it with dedication and love for this neighborhood mainstay.

Sincerely,  
Sylvia Stevens  
89 Varum Street  
Arlington, MA 02474



## Town of Arlington, Massachusetts

---

### For Approval: Public Entertainment License Transfer

#### Summary:

CSB Theatres, Inc., Capitol Theatre, Jamie Matchen and Ian Judge, 204 Massachusetts Avenue

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Capitol_PE_App.pdf	Application
▢	Reference Material	Capitol_PE_IR.pdf	Inspection Reports

OFFICE OF THE SELECT BOARD



2025 FEB 19 PM 4:59

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**The License applied for, if Granted, cannot be Sold, Transferred or  
Surrendered without the authority of the Select Board.**

## PUBLIC ENTERTAINMENT APPLICATION

Fee: \$100.00

2-7-2025  
(Date)

To the Select Board:

The undersigned hereby make application for a  
**PUBLIC ENTERTAINMENT**

Name: Ian Judge  
Company: CSB Theatres, Inc.  
Address: 204 Massachusetts Ave

*SIGNATURE*

*RESIDENCE*  
(Street and Number)

Ian Judge

*PRINT NAME*

*SIGNATURE*

*TELEPHONE NUMBER*

*Email*

State country of  
birth

United States of America

Location of  
Licensure

Capital Theatre

**PLEASE ATTACH A LAYOUT OF WHERE THE ENTERTAINMENT WILL BE LOCATED ON THE PREMISE**



Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

CSB Theatres, Inc D/B/A Capitol Theatre

**ADDRESS:**

204 Mass. Ave.

**NAME OF APPLICANT:**

Ian Judge

**TYPE OF LICENSE:**

Public Entertainment Transfer License

(Formerly Fraiman Enterprises Inc.)

**REPORT DUE BY:**

March 19, 2025

**DEPARTMENTAL REPORT SECTION**

DEPARTMENT: Inspectional Services

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☐ No Comments or Concerns

☒ Comments

☐ Concerns

☐ Objections

**Building**

- All building changes need permits.
- All sign changes need approval and a sign permit.
- Window signs cannot exceed 25% of the window.
- Certificate of Occupancy is required.

**Plumbing**

- All plumbing and gas fitting work requires licensed contractors to obtain permits from this office for their respective trades.

**Electrical**

- All electrical work requires that permits be obtained from this office for their respective trades by licensed contractors, and any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4/1/25





Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

CSB Theatres, Inc D/B/A Capitol Theatre

**ADDRESS:**

204 Mass. Ave.

**NAME OF APPLICANT:**

Ian Judge

**TYPE OF LICENSE:**

Public Entertainment Transfer License

(Formerly Fraiman Enterprises Inc.)

**REPORT DUE BY:**

March 19, 2025

**DEPARTMENTAL REPORT SECTION**

DEPARTMENT: Fire

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☒ No Comments or Concerns

☐ Comments

☐ Concerns

☐ Objections

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Ian Judge", written over a horizontal line.

Date: \_\_\_\_\_

4/1/25





Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

CSB Theatres, Inc D/B/A Capitol Theatre

**ADDRESS:**

204 Mass. Ave.

**NAME OF APPLICANT:**

Ian Judge

**TYPE OF LICENSE:**

Public Entertainment Transfer License

(Formerly Fraiman Enterprises Inc.)

**REPORT DUE BY:**

March 19, 2025

**DEPARTMENTAL REPORT SECTION**

**DEPARTMENT:** Planning and Community Development

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☐ No Comments or Concerns

☒ Comments

☐ Concerns

☐ Objections

This application is for the transfer of license to the new owner of CSB Theatres, Inc D/B/A Capitol Theatre, which is one of the most valued attractions in the town. There is no proposed change in use. The business is located in a B3 Village Business District. The Department has no objection to the issuance of a Public Entertainment license to this business.

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Ian Judge", is written over a horizontal line.

Date: \_\_\_\_\_

4/11/25



Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

CSB Theatres, Inc D/B/A Capitol Theatre

**ADDRESS:**

204 Mass. Ave.

**NAME OF APPLICANT:**

Ian Judge

**TYPE OF LICENSE:**

Public Entertainment Transfer License

(Formerly Fraiman Enterprises Inc.)

**REPORT DUE BY:**

March 19, 2025

**DEPARTMENTAL REPORT SECTION**

**DEPARTMENT:** Arlington Police Department

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☒ No Comments or Concerns

☐ Comments

☐ Concerns

☐ Objections

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Ian Judge", is written over a horizontal line.

Date: \_\_\_\_\_

4/1/25



Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

CSB Theatres, Inc D/B/A Capitol Theatre

**ADDRESS:**

204 Mass. Ave.

**NAME OF APPLICANT:**

Ian Judge

**TYPE OF LICENSE:**

Public Entertainment Transfer License

(Formerly Fraiman Enterprises Inc.)

**REPORT DUE BY:**

March 19, 2025

**DEPARTMENTAL REPORT SECTION**

**DEPARTMENT:** Health

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☐ No Comments or Concerns

☒ Comments

☐ Concerns

☐ Objections

The applicant is in the process of completing the plan review with the Health Department. A completed application has not been submitted as of March 31, 2025.

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Select Board; furthermore, any work done is done at the applicant's risk.

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Ian Judge", is written over a horizontal line.

Date: \_\_\_\_\_

4/1/25



## Town of Arlington, Massachusetts

---

### For Approval: All Alcohol Package Store - Arlington Center Fine Wines LLC

#### Summary:

Arlington Center Fine Wines LLC., Christopher Lianos and Peitro Giglio/LLC Members, 715 Massachusetts Avenue. Andrew F. Upton, Attorney

#### ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	Package_Store_App_715_Mass_Ave.pdf	Reference
▣	Reference Material	Package_Inspection_Report.pdf	Inspection Reports
▣	Reference Material	Package_Store_Increase_2018.pdf	Package Store Increase 2018 Reference
▣	Reference Material	Presentation.pdf	Presentation

# **Upton Connell & Devlin, LLP**

112 Water Street, Suite 201  
Boston, Massachusetts 02109

617-227-3277

Fax 617-227-3222

AUPTON@UCDLAW.COM

2015 FEB 30 PM 12:03

Town of Arlington - Licensing Board  
ATTN: Ashley Maher  
730 Mass Ave.  
Arlington, MA 02476

**RE: Application for a New, Off-Premises All Alcoholic Beverages License  
Arlington Center Fine Wines LLC d/b/a Arlington Center Fine Wines  
located at 715 Mass Ave, Arlington, MA**

Dear License Administrator:

Enclosed please find the following documents with regard to the above referenced application:

- 1) Proof of payment to the ABCC in the amount of \$200;
- 2) ABCC Online Application Forms;
- 3) CORI Request Forms;
- 4) Corporate Vote;
- 5) Articles of Incorporation;
- 6) Proof of US Citizenship;
- 7) Lease Agreement;
- 8) Proof of Funds;
- 9) Floor Plan.

Please let us know if there is any additional information you may require to schedule a hearing for this application. Thank you for your time and attention to this matter!

Very truly yours,



Andrew F. Upton





*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
*95 Fourth Street, Suite 3, Chelsea, MA 02150-2358*  
*www.mass.gov/abcc*

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

**APPLICATION FOR A NEW LICENSE**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.

**ECRT CODE: RETA**

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE  
PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME Arlington Center Fine Wines LLC

ADDRESS 715 Mass Ave.

CITY/TOWN Arlington

STATE MA

ZIP CODE 02476

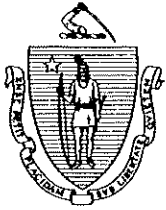
For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License                        | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC)         |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input checked="" type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement                       |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                                      |
|  | <input type="checkbox"/> Other <input type="text"/>   |   | <input type="checkbox"/> Change of DBA  |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS  
APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL:

**Alcoholic Beverages Control Commission**  
**95 Fourth Street, Suite 3**  
**Chelsea, MA 02150-2358**





*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**APPLICATION FOR A NEW LICENSE**

Municipality

Arlington

**1. LICENSE CLASSIFICATION INFORMATION**

ON/OFF-PREMISES

TYPE

CATEGORY

CLASS

Off-Premises

§15 Package Store

All Alcoholic Beverages

Annual

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Applicant is seeking an off-premises all alcoholic beverages license to be operated at 715 Massachusetts Ave., Arlington, MA. The Applicant is also seeking approval of a pledge of license and inventory in relation to its bank loan to finance the build out and start up costs.

Is this license application pursuant to special legislation?



Yes



No

Chapter

Acts of

**2. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Entity Name

Arlington Center Fine Wines LLC

FEIN:

DBA

Arlington Center Fine Wines

Manager of Record

Pietro Giglio

Street Address

715 Mass Ave.

Phone:

Email:

Alternative Phone:

Website:

**3. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

1,950 square feet of retail space on one floor with a basement for storage. Two entrances and 1 exit.

Total Square Footage:

1,950

Number of Entrances:

2

Seating Capacity:

n/a

Number of Floors

1

Number of Exits:

1

Occupancy Number:

TBD

**4. APPLICATION CONTACT**

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

Elizabeth Pisano

Phone:

Title:

Attorney

Email:

# APPLICATION FOR A NEW LICENSE

## 5. CORPORATE STRUCTURE

Entity Legal Structure	<input type="text" value="LLC"/>	Date of Incorporation	<input type="text" value="04/19/2024"/>
State of Incorporation	<input type="text" value="Massachusetts"/>	Is the Corporation publicly traded?	<input type="radio"/> Yes <input checked="" type="radio"/> No

## 6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises (Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Christopher Lianos"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text" value="LLC Member and Manager"/>	<input type="text" value="50%"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Pietro Giglio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text" value="LLC Member/SOC Signatory"/>	<input type="text" value="50%"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? ☐ Yes ☒ No

## CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☒ Yes ☐ No

## APPLICATION FOR A NEW LICENSE

### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

## 7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name 713-725 Mass Ave LLC

Landlord Phone

Landlord Email

com

Landlord Address 635 MASSACHUSETTS AVE

Lease Beginning Date upon ABCC approval

Rent per Month

Lease Ending Date 10 years after commencement

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☒ No

## APPLICATION FOR A NEW LICENSE

### 8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	
B. Purchase Price for Business Assets	
C. Other * (Please specify below)	
D. Total Cost	

\*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

### SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	

### SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
Rockland Trust Co.	\$400,000.00	Bank Loan	<input type="radio"/> Yes <input checked="" type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

### FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

The Applicant estimates the build out of liquor store, refrigeration and shelving to cost approximately \$400,000, which will be financed through a bank loan from Rockland Trust Company.

### 9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☒ Yes ☐ No

Please indicate what you are seeking to pledge (check all that apply) ☒ License ☐ Stock ☒ Inventory

To whom is the pledge being made?

## 10. MANAGER APPLICATION

### A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Pietro Giglio Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

Residential Address \_\_\_\_\_

Email \_\_\_\_\_@\_\_\_\_\_.com Phone \_\_\_\_\_

Please indicate how many hours per week you intend to be on the licensed premises 40+

### B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen/Qualified Alien under the Immigration and Nationality Act? ☐ Yes ☒ No

If yes, attach one of the following documents: US Passport, Voter's Certificate, Birth Certificate, Naturalization Papers, Permanent Resident Card "Green Card", or Employment Authorization Document.

Have you ever been convicted of a state, federal, or military crime? ☒ Yes ☐ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

### C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
		See attached		

### D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Pietro Giglio Date 2/28/25

## 11. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?

☐ Yes ☒ No

If yes, please fill out section 11.

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

**IMPORTANT NOTE:** A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

### 11A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?

☐ Yes ☐ No

If yes, attach an affidavit providing the details of any and all convictions.

### 11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES

#### LICENSE

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality



**11C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 11A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**11D. PREVIOUSLY HELD MANAGEMENT AGREEMENT**

Has any individual or entity identified in question 11A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

**11E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Has any of the disclosed licenses listed in questions in section 11B, 11C, 11D ever been suspended, revoked or cancelled?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

**11F. TERMS OF AGREEMENT**

a. Does the agreement provide for termination by the licensee?

Yes ☐ No ☐

b. Will the licensee retain control of the business finances?

Yes ☐ No ☐

c. Does the management entity handle the payroll for the business?

Yes ☐ No ☐

d. Management Term Begin Date

e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

☐ \$ per month/year (indicate amount)

☐ % of alcohol sales (indicate percentage)

☐ % of overall sales (indicate percentage)

☐ other (please explain)

ABCC Licensee Officer/LLC Manager

Management Agreement Entity Officer/LLC Manager

Signature:

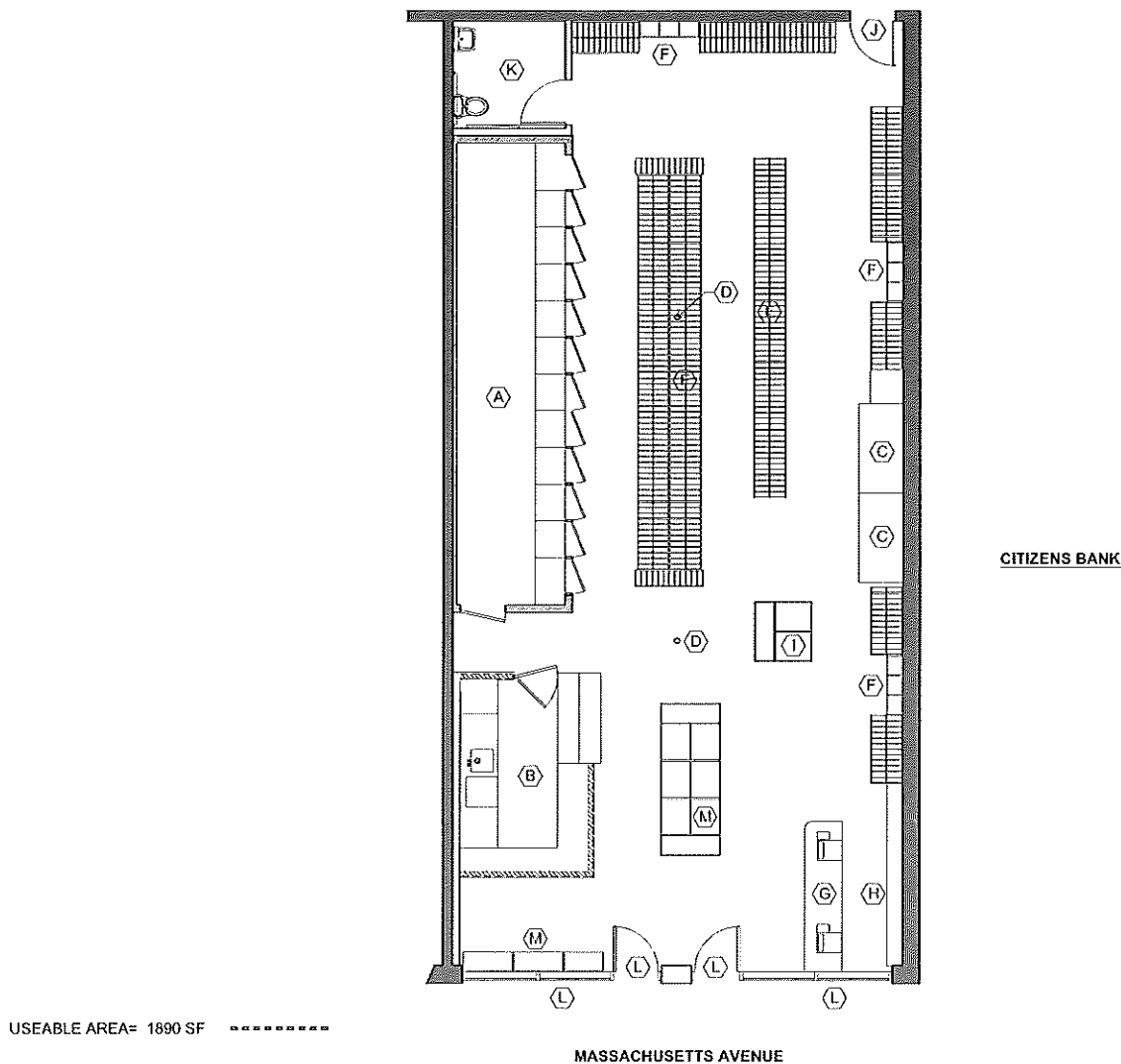
Signature:

Title:

Title:

Date:

Date:



### Proposed Diagrammatic Plan

1/8"-1'-0"

#### SCOPE NOTES: (ALL NOTES ADDRESSED TO TENANT GC UNO)

- WALK-IN BEER COOLER BY TENANT. ACCOMMODATE NEW CIRCUITING AND COORDINATE PLACEMENT OF REMOTE CONDENSER. LL TO PROVIDE SUITABLE REMOTE SPACE AND ROUTING FOR CONDENSER REFRIGERANT PIPING.
- "TASTING STATION": PROVIDE 42" HIGH STONE COUNTERS; COMMERCIAL STERILIZING DW; SINK; SUPPORTING STEM & FURRING WALLS; PLAM SWING GATE; SUPPORTING CABINETS; UPPER PLAM CABINETS; UNDERCOUNTER WINE COOLER; INSTALLATION AND CIRCUITING OF CHEESE CASE FURNISHED BY TENANT.
- GLASS FRONT REFRIGERATOR AND FREEZER BY TENANT.
- EXIST. STRUCTURAL COLUMNS TO REMAIN TO BE COORDINATED AFTER DEMO AND RECONCILED IN FINAL PLAN.
- CUSTOM 7'-1/2" HIGH ADJUSTABLE PLAM SHELVES.
- RETAIL RACK SHELVING PROVIDED BY TENANT.
- 42" HIGH PLAM CASH WRAP.
- 7' HIGH PLAM BOOKCASE STYLE SHELVES.
- 42" HIGH MODULAR SHELVING ON CASTERS IN 3 SECTIONS w/ CUSTOM 1.5" THK. WOOD TOP.
- ASSUMED REAR EXIT DOOR TO REMAIN.
- ASSUMED EXISTING ACCESSIBLE BATHROOM TO REMAIN WITH DOOR PLACEMENT RECONFIGURED.
- EXISTING STOREFRONT AND ENTRIES DOORS TO REMAIN.
- CUSTOM WINE DISPLAY/SHELVING

#### GENERAL SCOPE NOTES: (ALL NOTES ADDRESSED TO TENANT GC UNO)

- FLOORING: MARMOLEUM TILE
- CEILING: ACT
- GENERAL LIGHTING: RECESSED LED w/ ACT.
- ACCENT LIGHTING: ALLOWANCE AS DETERMINED BY TENANT
- EXIST. CORE & SHELL WALLS ASSUMED PAINT READY.
- NEW ELECTRICAL, PLUMBING AND TEL/DATA TO ELEMENTS SHOWN.

#### NATHAN SARGENT PROJECT MANAGEMENT

59 PEARSON ROAD  
SOMERVILLE, MA 02144  
P 617 320 5928

PIETRO GIGLIO  
Medford, MA 02155

**Professional Summary**

Results-oriented Luxury Sales Consultant, Portfolio Manager, and Brand Ambassador professional with 10 plus years of experience in consumer products, operation management, and a proven track record of exceeding monthly sales quotas. Highly skilled at creating new relationships and maintaining strong customer relations to generate repeat business. In-depth knowledge of effective sales strategies and exceptional presentation and closing skills. Analytical thinker with the ability to perform well under pressure. Goal- and team-oriented with strong leadership skills and a commitment to team quotas. Strong interpersonal and managerial skills strengthened by MBA studies, with a history of creating consistent customer and vendor relationships that yield high sales.

**EDUCATION**

**UMass Amherst Isenberg School of Management**, Amherst, MA

Master of Business Administration (MBA), Operation Management & Marketing (4.0 GPA)

Honors: Phi Kappa Phi, Beta Gamma Sigma

**Lesley University**, Cambridge, MA

Bachelor of Science in Business Management, *Magna Cum Laude*

**BUSINESS EXPERIENCE**

*Portfolio Manager New England, Monsieur Touton Selection Ltd, Boston, MA* September 2023-present

- Supplier Management related to scheduling and communications on pricing, inventory, marketing and events
- Organize and lead promotional events, tastings, and educational sessions to deepen client engagement and enhance brand visibility.
- Develop effective marketing and sales strategic plan to maximize wine distribution within the established territory
- Support a sales team of over 25 people by providing training, presentations, GSM, and guidance on product knowledge and effective sales techniques
- Introduce the launch and promotion of new wines, through off and on-premise accounts to drive sales and brand recognition

*Fine Wine & Spirits Consultant Monsieur Touton Selection Ltd, Boston, MA* April 2020-September 2023

- Serve as the primary point of contact for clients across a defined territory, focusing on high-end wine and spirits accounts, including restaurants, hotels, and retailers
- Built and maintained relationships with key decision-makers at on-premise and off-premise accounts, tailoring recommendations to meet client needs and preferences
- Coordinated wine tasting events, dinners, and in-store promotions, enhancing customer engagement and reinforcing brand loyalty.
- Achieved a consistent increase in sales, growing revenue within the territory by over 25% within three years.

*Fine Wine & Spirits Consultant, Vinifera Imports, Boston, MA* August 2015-Dec. 2019

- Managed a portfolio with over 40+ winery
- Developed and maintained close working relationships with over 100 key accounts, including personal relationships with buyers, owners, and manager
- High comfort level working with allocated wines as well as brand-building

- Conducted wine tasting and wine dinners for consumers/trade

*Wine & Spirit Associate/ Ball Sq. Fine Wines, Somerville, MA* May. 2012-June 2015

- Weekly contribution to the company newsletter and social media to introduce and market new products
- Share product knowledge with customers while making personal recommendations
- Organize in-store tastings
- Taste several wines daily with the Wine Buyer to bring new products into the store

*Owner/Operator, Maria's Italian Catering Inc., Somerville, MA*

Dec. 2008-March 2012

- Specialized in authentic Italian foods imported directly from Italy
- Developed relationships with customers and vendors
- Catered corporate and private functions
- Trained and supervised staff of 12 people

## **ADDITIONAL SKILLS**

- Microsoft Office programs (Word, Excel, PowerPoint, Outlook)
- IOS programs (Pages, Numbers, Keynote)
- Fluent in Italian, English and conversational Spanish

## **LICENSURE & CERTIFICATES**

- LVMH INSIDE Certificate
- WSET level 3
- WSET Diploma Candidate
- Rioja Wine Academy "Enthusiast" level.

## **PROFESSIONAL CERTIFICATE**

**Cornell University, Ithaca NY**

Brand Manager Certificate (in process)



Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

Arlington Center Fine Wines LLC

**ADDRESS:**

715 Massachusetts Avenue

**NAME OF APPLICANT:**

Pietro Giglio & Christopher Llanos

**TYPE OF LICENSE:**

Off-Premise Alcohol License (Packa

**REPORT DUE BY:**

April 1

**DEPARTMENTAL REPORT SECTION**

DEPARTMENT: Fire

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☒ No Comments or Concerns

☐ Comments

☐ Concerns

☐ Objections

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that the establishment is not to open, or act upon the requested license/permit, until approved by the Select Board and all other applicable licenses/permits/certificates are issued by the correct departments. Any work done is done at the applicant's risk.

Signature: 

Date: 4/3/2025



Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

Arlington Center Fine Wines LLC

**ADDRESS:**

715 Massachusetts Avenue

**NAME OF APPLICANT:**

Pietro Giglio & Christopher Lianos

**TYPE OF LICENSE:**

Off-Premise Alcohol License (Packa

**REPORT DUE BY:**

April 1

**DEPARTMENTAL REPORT SECTION**

DEPARTMENT: Health Department

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☐ No Comments or Concerns

☒ Comments

☐ Concerns

☐ Objections

The Health Department emailed the applicant on 3/26/2025 for clarification about the "specialty foods" that will be sold. Should time/temperature controlled for safety (TCS) foods be sold at the store, or should the preparation and/or service of food be conducted at the store, the store will be required to complete a plan review application and annual food permit application with the Health Department.

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that the establishment is not to open, or act upon the requested license/permit, until approved by the Select Board and all other applicable licenses/permits/certificates are issued by the correct departments. Any work done is done at the applicant's risk.

Signature: \_\_\_\_\_

Date: 4/3/25





Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

Arlington Center Fine Wines LLC

**ADDRESS:**

715 Massachusetts Avenue

**NAME OF APPLICANT:**

Pietro Giglio & Christopher Llanos

**TYPE OF LICENSE:**

Off-Premise Alcohol License (Packa

**REPORT DUE BY:**

April 1

**DEPARTMENTAL REPORT SECTION**

DEPARTMENT: Inspectional Services

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☐ No Comments or Concerns

☒ Comments

☐ Concerns

☐ Objections

**Building**

- All building changes need permits.
- All sign changes need approval and a sign permit.
- Window signs cannot exceed 25% of the window.
- Certificate of Occupancy is required.

**Plumbing**

- All plumbing and gas fitting work requires licensed contractors to obtain permits from this office for their respective trades.

**Electrical**

- All electrical work requires that permits be obtained from this office for their respective trades by licensed contractors, and any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that the establishment is not to open, or act upon the requested license/permit, until approved by the Select Board and all other applicable licenses/permits/certificates are issued by the correct departments. Any work done is done at the applicant's risk.

Signature: \_\_\_\_\_

Date: 4/3/25



Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

**NAME OF ESTABLISHMENT:**

Arlington Center Fine Wines LLC

**ADDRESS:**

715 Massachusetts Avenue

**NAME OF APPLICANT:**

Pietro Giglio & Christopher Llanos

**TYPE OF LICENSE:**

Off-Premise Alcohol License (Packa

**REPORT DUE BY:**

April 1

**DEPARTMENTAL REPORT SECTION**

**DEPARTMENT:** Arlington Police Department

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☒ No Comments or Concerns

☐ Comments

☐ Concerns

☐ Objections

**APPLICANT SIGNATURE SECTION**

I have received the above report and acknowledge said inspection. I fully understand that the establishment is not to open, or act upon the requested license/permit, until approved by the Select Board and all other applicable licenses/permits/certificates are issued by the correct departments. Any work done is done at the applicant's risk.

Signature: 

Date: 4/3/25



Office of the Select Board  
Licensing Board for the Town of Arlington  
Town Hall, 730 Massachusetts Avenue, Arlington, Massachusetts 02476  
Telephone: (781)316-3020 | Email: [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us)

## INSPECTION REPORT FORM

NAME OF ESTABLISHMENT:

Arlington Center Fine Wines LLC

ADDRESS:

715 Massachusetts Avenue

NAME OF APPLICANT:

Pietro Giglio & Christopher Lianos

TYPE OF LICENSE:

Off-Premise Alcohol License (Packa

REPORT DUE BY:

April 1

DEPARTMENTAL REPORT SECTION

DEPARTMENT: DPCD

AFTER REVIEWING THE ABOVE APPLICANT, WE HAVE:

☒ No Comments or Concerns

☐ Comments

☐ Concerns

☐ Objections

APPLICANT SIGNATURE SECTION

I have received the above report and acknowledge said inspection. I fully understand that the establishment is not to open, or act upon the requested license/permit, until approved by the Select Board and all other applicable licenses/permits/certificates are issued by the correct departments. Any work done is done at the applicant's risk.

Signature: 

Date: 4/3/2025

**COMMENT:** Similar to Special Town Meeting Article 4, the Board of Selectmen inserted this article to explore a local means-tested “circuit breaker” tax relief program for Arlington seniors, which would cap property taxes for eligible seniors at no greater than 10 percent of their total income. This model has been employed in a number of municipalities based upon a pilot administered by the Town of Sudbury. While the Board remains interested in adding this measure as another means of easing the burden on Arlington’s senior property owners with limited incomes, the financial ramifications to the rest of the Town are not sufficiently clear to move forward yet and a local circuit breaker tax relief program likely would require an increase to the average tax bill. Accordingly, we recommend no action, but also respectfully request that the Board of Assessors, Finance Committee, and Town Manager’s Office study the potential benefits and impacts of implementing such a program in Arlington.

**STM ARTICLE 6**

**HOME RULE /PACKAGE STORE LICENSES**

**VOTED:** That the Town does hereby request and authorize the Board of Selectmen to file Home Rule Legislation to provide substantially as follows:

**“AN ACT TO AUTHORIZE THE BOARD OF SELECTMEN OF THE TOWN OF ARLINGTON TO PLACE UPON A TOWN BALLOT A QUESTION RELATING TO THE LICENSING OF PURVEYORS OF ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.**

**Section 1. The Board of Selectmen of the Town of Arlington is hereby authorized to place upon the ballot at a 2019 Town election the following question:**

**Shall the Board of Selectmen of the Town be authorized to issue up to 7 licenses for the sale of all alcoholic beverages not to be drunk on the premises in replacement of up to 5 existing licenses for the sale of wine and malt beverages not to be drunk on the premises?**

<b>YES</b>	
<b>NO</b>	

**Section 2. If a majority of voters voting at the 2019 Town election at which the above question appears on the ballot vote ‘yes’ on the question, then the Board of Selectmen of the Town of Arlington may issue up to three licenses for the sale of all alcoholic beverages to be drunk off the premises in place of up to three licenses that are currently authorized in the Town of Arlington for the sale of wine and malt beverages to be drunk off the premises.**

**Section 3. This act will take effect upon passage.”**

Supplemental Report 2018  
to Town Meeting

**STM ARTICLE 6**

**HOME RULE /PACKAGE STORE LICENSES**

There two categories of administrative edits to correct several typographical errors and accurately present the recommendation of the Board of Selectmen on Special Town Meeting Article 6. One corrects the number of available licenses (which is 5) and the total licenses sought (1 additional for a total of 6). The second notes that package store licenses are "all alcohol" licenses in Section 2 of the proposed ballot language, so as to read as follows:

**VOTED:** That the Town does hereby request and authorize the Board of Selectmen to file Home Rule Legislation to provide substantially as follows:

**"AN ACT TO AUTHORIZE THE BOARD OF SELECTMEN OF THE TOWN OF ARLINGTON TO PLACE UPON A TOWN BALLOT A QUESTION RELATING TO THE LICENSING OF PURVEYORS OF ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.**

**Section 1.** The Board of Selectmen of the Town of Arlington is hereby authorized to place upon the ballot at a 2019 Town election the following question:

Shall the Board of Selectmen of the Town be authorized to issue up to ~~7~~ **6** licenses for the sale of all alcoholic beverages not to be drunk on the premises in replacement of up to 5 existing licenses for the sale of wine and malt beverages not to be drunk on the premises?

YES	
NO	

**Section 2.** If a majority of voters voting at the 2019 Town election at which the above question appears on the ballot vote 'yes' on the question, then the Board of Selectmen of the Town of Arlington may issue up to ~~three~~ **six** licenses for the sale of all alcoholic beverages to be drunk off the premises in place of up to ~~three~~ **five** licenses that are currently authorized in the Town of Arlington for the sale of ~~wine and malt beverages~~ **all alcohol** to be drunk off the premises.

**Section 3.** This act will take effect upon passage."

OFFICE OF THE BOARD OF SELECTMEN

DANIEL J. DUNN, CHAIR  
DIANE M. MAHON, VICE CHAIR  
KEVIN F. GREELEY  
JOSEPH A. CURRO, JR.  
JOHN V. HURD



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

June 6, 2018

Representative Sean Garballey  
State House  
24 Beacon Street, Room 540  
Boston, MA 02133-1054

Dear Representative Garballey:

At the Special Town Meeting held on May 2, 2018, Town Meeting Authorized the Board of Selectmen to file Home Rule Legislation with the General Court to provide essentially as follows:

**"AN ACT TO AUTHORIZE THE BOARD OF SELECTMEN OF THE TOWN OF ARLINGTON TO PLACE UPON A TOWN BALLOT A QUESTION RELATING TO THE LICENSING OF PURVEYORS OF ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES."**

Enclosed please find two copies of the Certified Vote of Town Meeting. Would you kindly coordinate the filing of this legislation with Representative David M. Rogers and Senator Cindy F. Friedman? Should there be any hearing dates scheduled, kindly contact our office so that we may contact the appropriate representatives to testify on behalf of the proposed legislation.

Thank you for your consideration.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".  
Marie A. Krepelka  
Board Administrator

MAK:am  
Enclosure

Cc: Town Manager  
Town Counsel





OFFICE OF THE TOWN CLERK  
TOWN OF ARLINGTON  
730 MASSACHUSETTS AVENUE  
ARLINGTON, MA 02476

TOWN HALL  
OFFICE HOURS  
MONDAY, TUESDAY & WEDNESDAY  
8 A.M. TO 4 P.M.  
THURSDAY - 8 A.M. TO 7 P.M.  
FRIDAY - 8 A.M. TO 12:00 P.M.

STEPHANIE L. LUCARELLI  
TOWN CLERK

TELEPHONE

(781) 316-3070

STM ARTICLE 6 HOME RULE/PACKAGE STORE LICENSES

VOTED: (ELECTRONIC TALLY, YES - 126 -NO - 67)

That the Town does hereby request and authorize the Board of Selectmen to file Home Rule Legislation to provide substantially as follows:

" AN ACT TO AUTHORIZE THE BOARD OF SELECTMEN OF THE TOWN OF ARLINGTON TO PLACE UPON A TOWN BALLOT A QUESTION RELATING TO THE LICENSING OF PURVEYORS OF ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

Section 1. The Board of Selectmen of the Town of Arlington is hereby authorized to place upon the ballot at a 2019 Town election the following question:

Shall the Board of Selectmen of the Town be authorized to issue up to 6 licenses for the sale of all alcoholic beverages not to be drunk on the premises in replacement of up to 5 existing licenses for the sale of all alcohol not to be drunk on the premises?

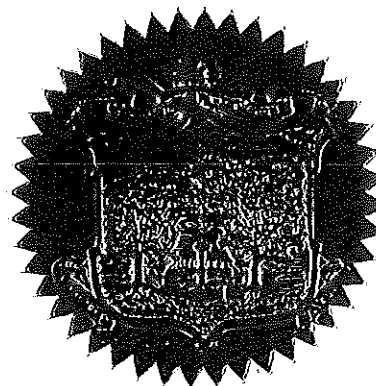
YES	
NO	

Section 2. If a majority of voters voting at the 2019 Town election at which the above question appears on the ballot vote 'yes' on the question, then the Board of Selectmen of the Town of Arlington may issue up to six licenses for the sale of all alcoholic beverages to be drunk off premises in place of up to five licenses that are currently authorized in the Town of Arlington for the sale of all alcohol to be drunk off premises.

Section 3. This act will take effect upon passage."

A true copy of the vote under  
Article of the Warrant for the  
Town of Arlington at the  
session held May 2, 2018.

ATTEST: *Stephanie L. Lucarelli*  
Town Clerk



Election Summary Report  
ANNUAL TOWN ELECTION  
ARLINGTON, MA

Date:04/06/19  
Time:21:19:56  
Page:4 of 4

Summary For Jurisdiction Wide, All Counters, All Races

Saturday, April 6, 2019

Unofficial Results

Registered Voters 30993 - Cards Cast 6158 19.87%

Num. Report Precinct 21 - Num. Reporting 21 100.00%

PCT 21 MTG MBRS		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	212/1449	14.6 %
Total Votes	603	
SUSAN R DOCTROW	159	26.37%
LESLIE A MAYER	150	24.88%
DAVID E WHITE	144	23.88%
DANIEL DUNN	144	23.88%
Write-in Votes	6	1.00%

PCT 20 MTG MBR 1yr		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	243/1489	16.3 %
Total Votes	40	
Write-in Votes	40	100.00%

PCT 7 MTG MBR 1yr		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	207/1406	14.7 %
Total Votes	152	
CATHERINE McPARLAND	147	96.71%
Write-in Votes	5	3.29%

BALLOT QUESTION		
	Total	
Number of Precincts	21	
Precincts Reporting	21	100.0 %
Times Counted	6158/30993	19.9 %
Total Votes	5096	
YES	3662	71.86%
NO	1434	28.14%

PCT 9 MTG MBR 2yrs		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	306/1387	22.1 %
Total Votes	206	
BRIAN HASBROUCK	206	100.00%
Write-in Votes	0	0.00%

PCT 11 MTG MBR 1yr		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	494/1577	31.3 %
Total Votes	361	
ROBERT RADOCHIA	353	97.78%
Write-in Votes	8	2.22%

PCT 15 MTG MBR 1yr		
	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	366/1591	23.0 %
Total Votes	332	
FREDERICK BUCKLEY, JR	134	40.36%
ELIZABETH R EXTON	197	59.34%
Write-in Votes	1	0.30%

# TOWN CLERK & ELECTIONS

## ARLINGTON ANNUAL TOWN ELECTION, APRIL 6, 2019

Total of Ballots Cast – 6158

% of total number of registered voters – 19.87%

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Tot:
Total Ballots Cast	151	380	194	233	208	193	207	393	306	366	494	471	396	267	366	325	149	313	291	243	212	615

### Town Moderator for Three Years (3)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Tot:
John D. Leone	125	291	162	184	172	144	163	307	235	289	393	377	312	204	282	257	125	232	257	198	163	487
Write-in Votes	0	1	2	5	1	5	4	2	0	4	4	3	1	2	4	1	0	0	4	0	2	4

### Assessor for Three Years (3)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Tot:
Robert E. Greeley	115	224	151	176	156	132	150	272	217	273	382	260	303	187	271	240	117	215	234	192	159	452
Write-in Votes	0	24	2	2	2	5	2	4	1	3	4	2	3	5	5	0	1	4	7	3	1	8

### Selectmen for Three Years (3)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Tot:
Stephen W. DeCoursey	76	276	124	151	135	108	120	245	126	221	292	321	255	131	216	191	73	131	155	83	124	355
Robert L. Tosi, Jr.	74	100	65	67	70	81	82	138	170	134	190	144	138	122	145	128	75	173	135	157	80	246
Write-in Votes	0	1	0	0	0	0	1	3	1	0	1	1	0	0	1	2	1	1	0	0	0	1

### School Committee for Three Years (3)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Tot:
Leonard Kardon	105	253	136	160	140	124	135	243	176	251	324	330	263	176	223	247	103	203	211	175	143	412
Kirsi Allison-Ampe	109	246	144	170	147	128	135	269	185	259	326	344	263	187	249	224	109	196	218	164	152	422
Write-in Votes	0	1	6	1	2	3	2	4	3	4	3	4	6	2	3	0	1	1	5	0	0	5

### Housing Authority

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Tot:
Gaar Talanian	104	254	143	166	141	124	136	240	187	255	344	328	292	164	247	221	111	205	218	159	145	418
Write-in Votes	1	3	2	0	2	3	2	1	1	2	7	1	1	3	5	1	1	3	5	0	3	4

### Ballot Question:

Shall the board of selectmen of the town be authorized to issue 1 additional license for the sale of all alcoholic beverages not to be drunk on the premises?

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Tot:
Total Ballot Cast	127	32	181	211	197	180	161	308	220	281	407	429	322	233	293	257	132	240	226	187	181	509
Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Tot:
YES	93	227	137	155	138	126	115	230	159	208	068	316	233	174	202	205	91	165	155	133	135	366
NO	34	96	44	56	59	54	46	78	61	73	139	113	89	62	91	52	41	75	71	54	46	143



*Arlington Center*  
*Fine Wines*



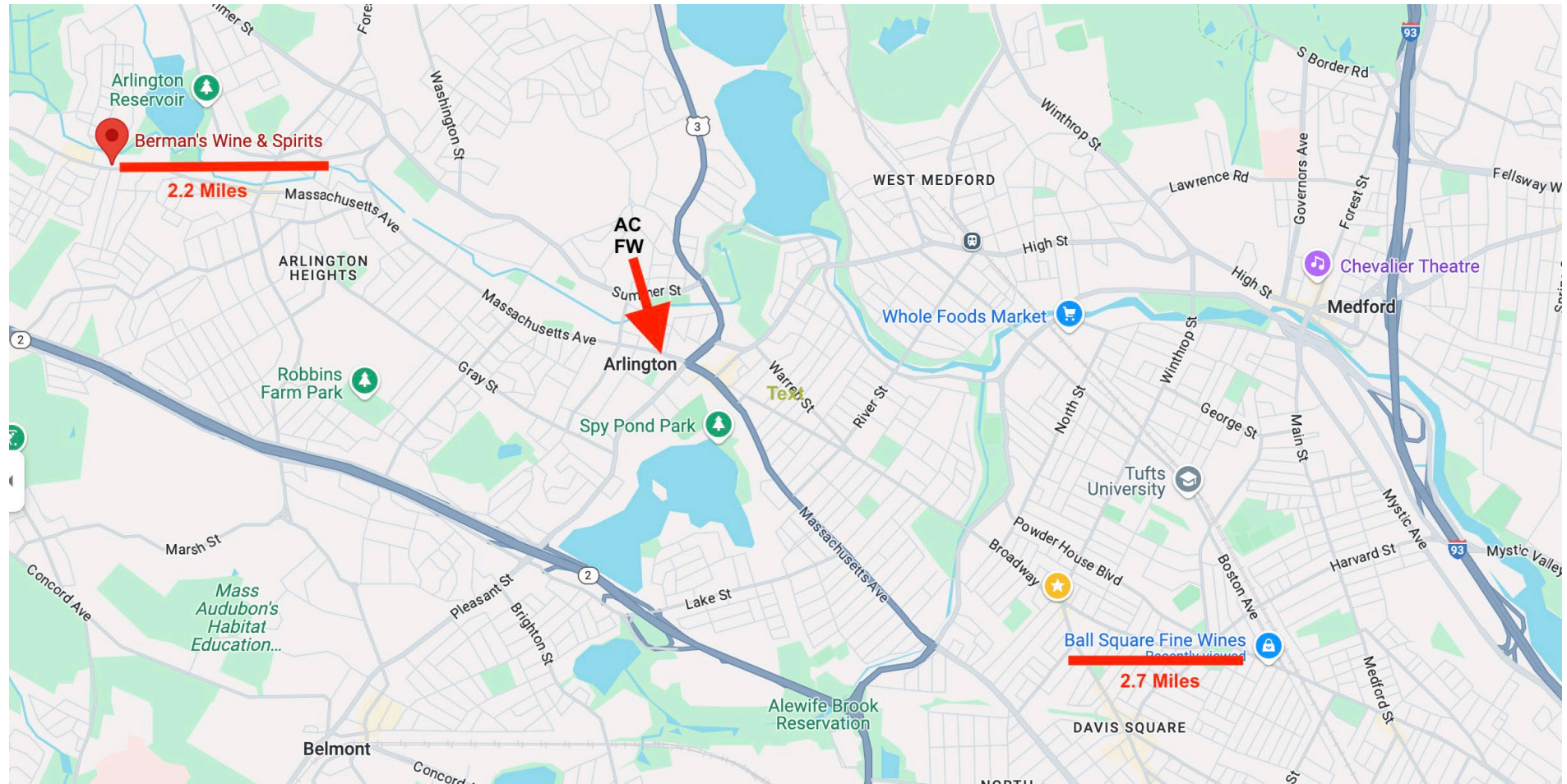
# The People Behind Arlington Center FW

- Chris Lianos

- A veteran professional with over 30 years of experience in the Wine/Liquor business. Former owner of Needham Center Fine Wines and Malden Center Wine Wines.

## Pietro Giglio

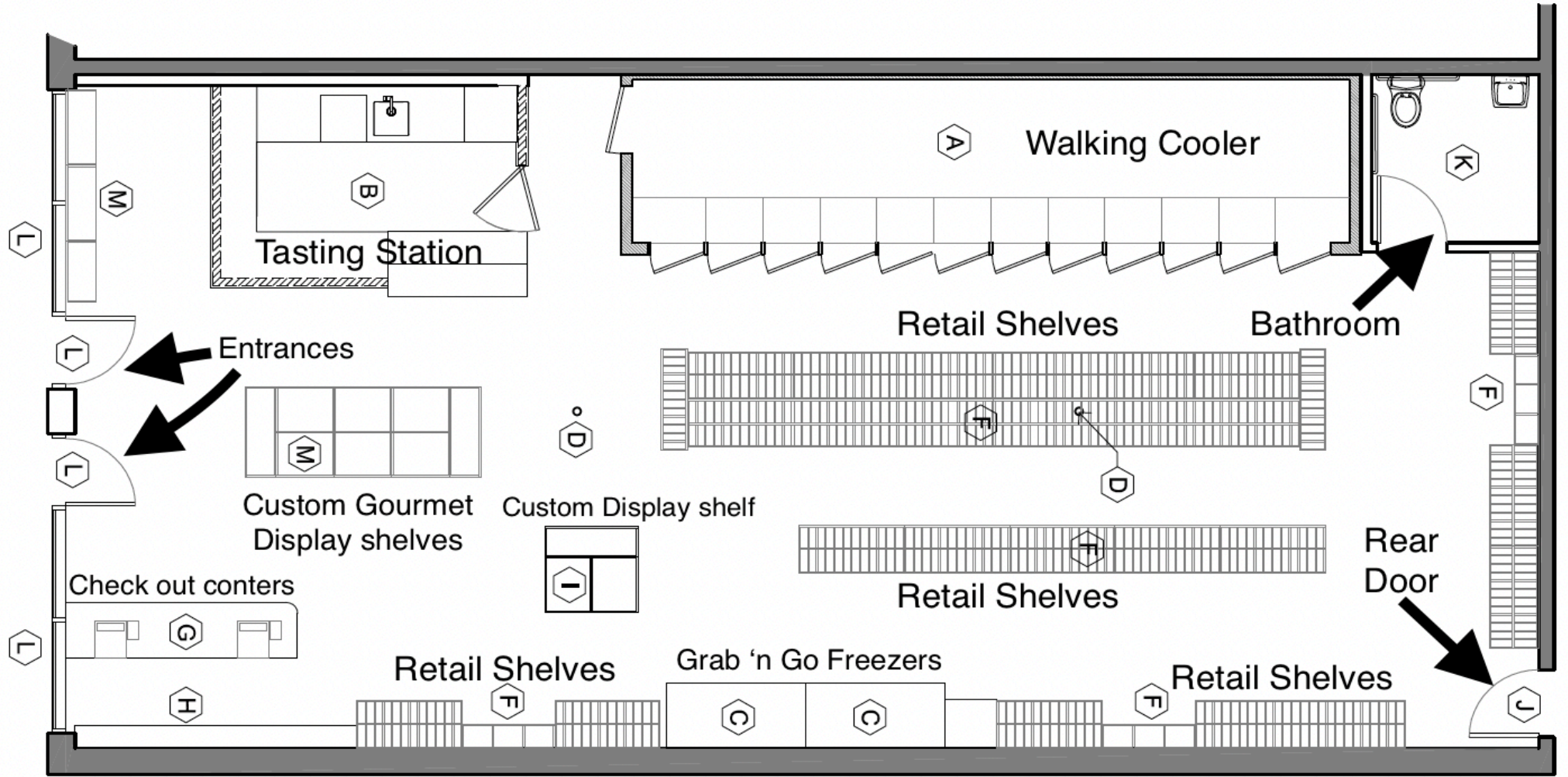
- An MBA graduate of UMass Amherst with over 15 years of experience in the food and wine industry. A native of Italy and, former owner and operator of Maria's Italian Cold Cuts in East Somerville. Currently a Regional Sales Manager for the New England region for a Wine & Spirits Importer.



# Why Does Arlington Need Another Wine Shop ?



MASSACHUSETTS AVENUE



CITIZENS BA





Creative and Attractive Design



TURN  
D  
EN

NO  
TURN  
ON RED



NEEDHAM CENTER *fine wines*

1015

parking in rear

NEEDHAM CENTER  
fine wines

Follow us on Social Media

parking in rear

parking in rear

SIMPLY PERFECT

spirits

craft beers

craft beers

gourmet items





Gourmet food at its  
finest







# Custom Made Gift Baksets











# Jasper Hill Farm





# Shelburne Farm



# *Ball Square Fine Wines Grand Tasting Schedule*

**Vine Less Traveled Tasting - Monday April 28th 2025**

**Grand Spirits Tasting - Monday May 19th 2025**

**Grand Everything Tasting - Monday July 19th 2025**

**Grand Beer Tasting - Monday September 15th 2025**

**Grand Wine Tasting - Monday October 20th 2025**

**Grand Whiskey Tasting - Monday November 10th 2025**

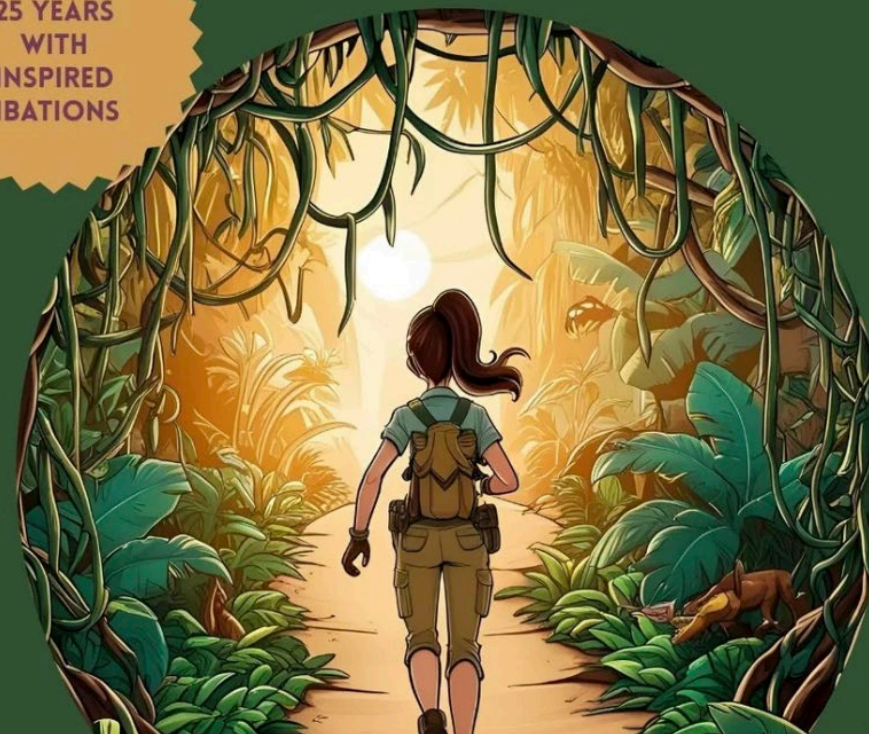
**Grand Bubbly Tasting - Monday December 1st 2025**

**Weekly Tastings • Free Local Delivery**

## **VINE LESS TRAVELED TASTING**

**MONDAY APRIL 28<sup>TH</sup>, 2025  
5PM-8PM**

**CELEBRATE  
25 YEARS  
WITH  
INSPIRED  
LIBATIONS**



# Safety First and Employees Education

ID Policy

Scan ID

CCTV

TIPS

Serve Safe

WSET

Cicerone



# Thank you

---

Chris Lianos

Pietro Giglio



## Town of Arlington, Massachusetts

---

### **Discussion and Vote: Authorize Superintendent of Schools to Submit Statement of Interest for Ottoson Middle School to Massachusetts School Building Authority**

#### **Summary:**

Elizabeth C. Homan, Ph.D.

Superintendent, Arlington Public Schools

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	APS_SOI_Submission_2025_(1).pdf	Reference
▢	Reference Material	OMS_SOI_to_SC_SB.pdf	Presentation
▢	Reference Material	Vote.pdf	Vote of the Board
▢	Reference Material	Copy_of_OMS_-_Capital_Needs_Assessment_CNA_Report.pdf	Capital Needs Assesment

## SOI Certification

To be eligible to submit an SOI, a district must certify the following:

- ☒ The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- ☒ The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- ☒ The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- ☒ The district hereby acknowledges that this SOI is for one existing public school in the district that is currently used or will be used to educate public school students in grades Pre-K through 12 as reported to the Department of Elementary and Secondary Education (the "DESE") and that the school for which the SOI is being submitted does not solely serve the district's Pre-K student population.
- ☒ Prior to the submission of the SOI, the district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts. Please note that meeting minutes are NOT required to be uploaded to the "Vote" tab.
- ☒ Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts. Please note that meeting minutes are NOT required to be uploaded to the "Vote" tab.
- ☒ The district hereby acknowledges that current vote documentation is required for all SOI submissions. The district will use the MSBA's vote template and the required votes will specifically reference the school name and the Statutory Priorities for which the SOI is being submitted.
- ☒ The district hereby acknowledges that it must upload all required vote documentation on the "Vote" tab, in the format required by the MSBA. All votes must be certified or signed and on city, town or district letterhead. Please note that meeting minutes are NOT required to be uploaded to the "Vote" tab.
- ☒ The district hereby acknowledges that this SOI submission will not be considered complete unless all required supporting documentation for Statutory Priority 1 and/or Statutory Priority 3, if either is selected, is uploaded as part of the SOI submission. If Statutory Priority 1 is selected, the district's SOI will not be considered complete unless the district provides the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system. If Statutory Priority 3 is selected, the district's SOI will not be considered complete unless the

district provides a summary of the accreditation report focused on the deficiencies as stated in this SOI as part of the SOI submission. The documentation noted above must be uploaded as part of the SOI submission.

**ADDITIONAL INFORMATION:** In addition to the information required above, the district may also elect to provide reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility. Any supplemental material a district elects to submit with the SOI must be uploaded in the SOI system. Hard copies will no longer be accepted.

## **Main Page:**

### **Program Type:**

Core

### **Potential Project Scope:**

Potential New School

### **Is this a Potential Consolidation?**

No

## **Priorities:**

The following summary of the Statutory Priorities, as set forth in M.G.L. c. 70B, § 8, have been included in the Statement of Interest (for the Core Program, select as many as are applicable):

- ☐ 1.Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
- ☐ 2.Elimination of existing severe overcrowding.
- ☐ 3.Prevention of the loss of accreditation.
- ☐ 4.Prevention of severe overcrowding expected to result from increased enrollment.
- ☒ 5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
- ☐ 6.Short term enrollment growth.
- ☒ 7.Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
- ☐ 8.Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

## SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI, which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific governing bodies, in a format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted in a form that is acceptable to the MSBA. All SOI vote documentation must be uploaded on the Vote Tab.

**Each district must prioritize one Core Program Statement of Interest from all of the Statements of Interest that the district has submitted or prepopulated, including any SOIs that may be in the MSBA's capital pipeline. At no time shall a district have more than one prioritized SOI on file with the MSBA.**

Is this SOI the District Priority SOI? NO  
Priority SOI: Arlington High School

**Is this part of a larger Master Facilities Plan and/or Educational Plan within the past five years that includes facility goals for this building and all school buildings in the District?**

YES (but not past 5 years)

If "YES", please provide the following:

Facilities Plan Date: 2/4/2015

Planning Firm: RKG Associates

**Please provide a brief summary of the plan(s) including its goals and how the school facility that is the subject of this SOI fits into that plan. (maximum of 5000 characters)**

The Town is undergoing a master planning process now that is expected to take into account growing needs at OMS, which has had significant maintenance and HVAC challenges, among other facilities issues, over the past several years. A capital needs assessment conducted in 2022 recommended comprehensive overhauls of building systems and noted deterioration of masonry, roof ponding, poor drainage, and the need for new flooring and fixtures. Combining these findings with the ongoing capacity drain of constant repairs to the facility and programming challenges of the existing space, we anticipate the new Town Master Plan to prioritize rebuilding OMS in the near future.



**Has an energy and/or decarbonization study been completed within the past five years that includes facility goals for this building or all buildings in the District?**

YES

If "YES", please provide the following:

Energy/Decarbonization Study Date: 12/15/2024

Study Firm: PowerOptions

**Please provide a brief summary of the study(ies) including its goals and how the school facility that is the subject of this SOI fits into that plan:**

Arlington has long been a leader in reduction of carbon emissions and has been proactive in developing plans and policies to reduce the use of fossil fuels in favor of electric and clean energy. For example, the new Arlington High School is fully electrified, and solar arrays at OMS (which are transferable to a new building), as well as efforts to renovate HVAC systems, provide evidence of Arlington's commitment to sustainable energy.

The Town of Arlington's Decarbonization Roadmap was prepared by PowerOptions, supported by the MA Department of Energy Resources (DOER) Municipal Decarbonization Roadmap Technical Assistance grant. The Decarbonization Roadmap was submitted to DOER as part of Arlington's application to become a state designated Climate Leader Community. The goal of the Decarbonization Roadmap is to identify specific emissions reduction strategies for municipal buildings and vehicles that will enable the Town to meet a minimum greenhouse gas (GHG) reduction timeline provided by DOER, using a 2022 baseline. The Roadmap takes a "Zero Over Time" approach, leveraging anticipated "trigger events," such as equipment end-of-life, and/or planned substantial building renovations, to specify timeframes for decarbonization strategies. Now that the construction of the new, all-electric Arlington High School is complete, OMS is the top contributor to GHG emissions from municipal buildings in Arlington. The Decarbonization Roadmap prioritizes electrification of OMS by no later than 2035, as the heating and cooling equipment in the building have reached the end of their useful life. The study suggests that the Town prioritize ground-source heat pumps as an efficient HVAC electrification option for OMS.

**Does the District have a dedicated sustainability officer or energy manager, employed either by the school department and/or the City/Town?**

YES

The Town's Department of Planning and Community Development employs a Sustainability Manager and the school employs a .8 FTE Sustainability Coordinator who operates out of the district's Welcome Center and collaborates closely with the Sustainability Manager. The Sustainability Manager oversees implementation of the Town's Net Zero Action Plan and focuses on energy efficiency,

electrification of buildings and vehicles (residential, municipal, and commercial), and clean energy deployment. The Coordinator runs programming with students and community members focused on raising awareness of sustainable practices; one student who works with the coordinator recently proposed a School Committee Policy requiring the schools to engage in more sustainable practices, which was then unanimously passed by the Committee. The Coordinator also oversees town-wide reuse and donation initiatives.

**Does the District monitor energy usage at each of its facilities and/or work with local utilities to understand potential areas for improvement?**

YES

The district hired a Building Automation Systems Manager in 2023 following the completion of Phase 1 of the New Arlington High School. The goal of this position is to oversee the energy usage of each school and ensure efficiently-operating HVAC systems across the schools and town. The Town works frequently with local utilities to refine building systems and has several historical buildings with varying systems installed. This role allows the district to monitor energy usage across buildings, make adjustments as needed for specific events and establish baseline protocols to conserve energy during periods when buildings are not being used. The Sustainability Manager also leverages the MassEnergyInsight platform to monitor energy usage of all buildings and identify potential energy efficiency opportunities in collaboration with the Building Automation Systems Manager and other staff in the Facilities Department.

Further, Arlington has been participating in the Department of Energy Resources Green Communities Program since its inception in 2010, and has just been awarded its 13th grant to make Town and school buildings more energy efficient. Utility rebates and incentives are coupled with these grant awards to bring projects to completion. As part of the Green Communities process, the Town must annually report the energy conservation measures employed and our energy reduction progress.

**Does the District's transportation services currently include electric buses or does the District plan to switch to electric buses?**

YES

In 2023, APS launched two new electric school buses. The buses and charging stations were purchased with nearly \$900,000 in grants from the Massachusetts Clean Energy Center (MassCEC) Accelerating Clean Transportation Now (ACTNow) Program, in partnership with PowerOptions; the Massachusetts Department of Energy Resources (DOER) MOR-EV Trucks Program; the Environmental Protection Agency (EPA) Diesel Emissions Reduction Act (DERA) Program; and the Eversource Charging Station Rebate and MakeReady programs. APS also has an electric student transit van and was recently awarded funding to purchase a third electric school bus through the EPA Clean School Bus Grant.

Our goal is to expand electric buses to the extent possible through our routine replacement of buses in the Town Capital Plan. This will require us to build new infrastructure for bus charging across the district. Two bus chargers were installed at Ottoson Middle School when the new buses came online,

but we do not have the capacity to add more without a solution for electric bus charging in or near Town.

**Provide, if applicable, the most recent budget approval process that resulted in an operating budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities . Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum. If no recent teacher layoffs and/or staff reductions have occurred, please enter "Does Not Apply" (maximum of 1000 characters).**

Does not apply

**Please provide a description of the local actions and approvals needed to secure both funding for a feasibility study and project funding for a potential building project with the MSBA. Please include schedule information for both funding actions (i.e. Town Meeting, City Council/Town Council meetings, Regional School Committee Meetings). (maximum of 2000 characters).**

Arlington would fund a feasibility study through the routine capital planning process, and would be required to pass a debt exclusion in order to increase the tax levy for project funding. Arlington has a long history of successful efforts to pass such measures.

**BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations including modular units (maximum of 5000 characters).**

Ottoson Middle School is a public middle school located in a predominantly residential neighborhood in Arlington, MA. The school serves students in grades seven and eight. The facility was originally constructed circa 1921 and underwent a major rehabilitation (including additions) in 1997. The facility contains a cafeteria, two gymnasiums (herein referred to as blue and wood gym), a library and media center, an array of classrooms and staff/administrative space, several common restrooms, hallways, and stairways. The facility is located on a moderately sloped parcel with a pair of asphalt-paved parking lots (one at rear and northeast corner of development). For the purposes of this report, the front of the building is considered to be facing north. A recreational park is located towards the southwest corner of the facility and is reportedly the responsibility of the Town of Arlington, MA.

A 2022 capital needs assessment noted that “the property has substantive capital needs anticipated in the coming years, [...] including upgrade/replacement of the building’s HVAC pneumatic control system (i.e., conversion to a direct digital control system), older rooftop-mounted HVAC equipment replacement, brick and stone masonry cladding repairs/replacement, deteriorated exterior caulking replacement, EPDM roof assembly replacement and interior renovation efforts (e.g., repainting, floor

covering replacement, displaced ceiling tile replacement, as-needed bathroom fixture and accessory replacement, etc.),” among other needed improvements.

Arlington's cost assessment of the necessary improvements and replacements, combined with the Decarbonization Roadmap and efforts to replace HVAC and other systems with more sustainable options and the fact that OMS's layout and fixtures are not conducive to implementation of the district's programming, make it clear that rebuilding is a significantly more appropriate option than renovation. A renovation also would not address the challenges that the current space creates for programming, with separated wings, a lack of adequate small instructional spaces for breakouts or small-group learning, inaccessibility of many communal/large group spaces, and inadequate permanent furnishings and fixtures for science and other curricular areas lead Arlington to propose rebuilding the middle school to match our modern educational model.

**TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions (field one below) and/or modular units (field two below).**

Original Building Plus Additions Square Footage: 173,500  
Modular Units Square Footage: 0

**SITE DESCRIPTION: Please provide a detailed description of the current site, including confirming the address of the school, who has ownership, control, and use of the site, and any known existing conditions that would impact a potential project at the site (e.g. wetlands, easements etc.). Please note whether there are any other buildings, public or private, that share this current site with the school and/or if there are multiple schools housed within the same building. What is the use(s) of this building(s)? (maximum of 5000 characters).**

Ottoson Middle school is located at 63 Acton St in Arlington and is owned, controlled, and used by the Arlington School Committee. The only users of the site are the public schools and entities to which the schools rent the facilities, and no other schools share the site or building. The school is located adjacent to the Crusher Lot, a wooded and undeveloped parcel of land with walking paths that is owned by the Town of Arlington. Town residents and students use the paths for recreation and as a walking route to school on a daily basis.

The site is moderately sloped and includes a pair of asphalt-paved parking lots (one at rear and northeast corner of development). A mix of stone and concrete block masonry retaining walls are present at steep elevation changes throughout the building site. There are no other uses of the building besides by the schools and entities that rent the facility from the schools.

**BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).**

The building envelope of Ottoson Middle School predominantly features flat roofs constructed utilizing a mechanically fastened Ethylene Propylene Diene Monomer (EPDM) roof assembly. The exterior walls are primarily brick and stone masonry, with limited standing seam metal cladding at select upper wall areas. Wall construction is primarily brick and cinder block.

Known problems and existing conditions of the building envelope include:

- **Roof:** Areas of active roof leakage are occurring through the EPDM roof assemblies. There are also several areas of pronounced water ponding on the roof surfaces. The majority of the EPDM roof assemblies date back to the 1997 rehabilitation and are exceeding their normal expected useful service life. Evidence of poor drainage infrastructure are evident both on the exterior and interior of the building; water damage is visible inside the building in areas where roof leaks have occurred.
- **Exterior Walls:** Several areas of mortar loss, cracking, spalls/deterioration, and exposed and corroded reinforcing steel are observable within the brick and stone cladding, particularly on the north-facing elevation of the original building (exterior walls over roof level). Several steel lintels present above window openings exhibit corrosion and deformation. Localized cracking and deteriorated cementitious parge coat were observed within the exposed portions of the concrete foundation wall.
- **Exterior Caulking:** Cohesive/adhesive failures can be observed within the exterior caulking installed along window and door perimeters as well as at masonry control joints.
- **Exterior Doors:** The exterior doorways vary in age and condition, with the majority appearing to date back to the 1997 rehabilitation, while select doors predate it. The metal overhead door at the food receiving area shows abrasions and wear.
- **Exterior Windows:** The exterior windows are prefinished aluminum-framed fixed and operable models containing insulating glass units (IGUs).
- An elevated concrete walkway at the cafeteria emergency egress shows exposed and corroded reinforcing steel as well as concrete spalls on its underside.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? NO

Year of Last Major Repair or Replacement: (N/A)

Description of Last Major Repair or Replacement: N/A (Maximum of 1500 characters)

Total Roof Square Footage: 79,250

Age of Oldest Roof Section: 1997



## Roof Section A

Is the District seeking replacement of the Roof Section?

N/A

Area of Section (square feet) N/A

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe) (Maximum of 250 characters) SinglePly Rubber

Age of Section (number of years since the Roof was installed or replaced) 28 years

Description of repairs, if applicable, in the last three years. Include year of repair: (Maximum of 1500 characters)

Minor patching throughout the roof has been completed to address tears and leaks. In the past three years, vendors have been called to OMS at least once per year, and sometimes more often, to fix and repair issues stemming from roof leaks. Along with the rook leaks, there has also been a drain repair in an effort to improve drainage from roof ponding; however, this solution has only addressed ponding in the area where the drain was installed. The design of the roof itself does not allow for a single remedy to water ponding on the roof.

None of the regular roof repairs have exceeded \$10,000 in cost and all have added waterproofing materials to areas of the roof where interior leaks have been identified or moderate water damage has occurred. While no repairs of the roof have cost more than \$10,000, interior repairs and replacements of technology that are damaged during roof leaks have exceeded that amount in some instances.

## Window Section A

**Total Window Count**

295

**Age of Oldest Window Section**

1997

**Is the District seeking replacement of the Windows Section?**

N/A

**Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe) (Maximum of 250 characters)**

Windows are double pane glass with aluminum framing. Windows types consist of casement, single hung, awning, and skylights in art rooms. Conditions of windows are showing wear and tear typical of age. Window panes are showing discoloration along with condensation between panes due to moisture. Some windows are getting tougher to operate due to hardware malfunction. Locks and hinges are breaking down causing issues to open and close. Skylights have been repaired multiple times due to leaking. Glazing around windows is deteriorating, causing drafts and leaks. (Is this too harsh?)

**Age of Section (number of years since the Windows were installed or replaced):**

1997

**Description of repairs, if applicable, in the last three years.**

No repairs in the last three years

**ELECTRICAL SYSTEMS: Please provide a detailed description of the current electrical systems, including system age(s), and any known problems or existing conditions (maximum of 5000 characters).**

The current electrical systems at Ottoson Middle School include **building power wiring**, a **security camera system**, a **central fire alarm control panel**, a **public address system/clocks**, a **video entry intercom system**, **exterior lighting**, and **interior lighting**. The building also has **solar photovoltaic (PV) panels and inverters** on the northern upper roof level, but these are reportedly not the responsibility of the school development. The building has 3 phase power, 3001-4000 amperage and 120/208 voltage of breakers A, B and C.

The biggest challenge with the building's electrical system is linked to the Public Address System and clocks, which serve a major function in the school building and are tied to the building's alarm system. The following includes a description of the conditions of the building's electrical systems:

- **Security System:** The security camera system was upgraded in 2020 as part of the Town's capital planning, and as part of routine upgrades to school security systems.
- **Central Fire Alarm Control Panel:** The central fire alarm control panel monitors hardwired end devices. The system is approximately 17 years old as of 2022, with a 20-year expected useful life. Within the past year, challenges with the PA system has malfunctioned resulting in an inability to effectively communicate with certain wings of the building. This has created safety concerns as the PA system is the most effective way to communicate efficiently with staff and students throughout OMS. In addition, the fire alarm was not always sounding in

certain wings of the school, creating another safety concern that required swift attention and backup planning.

- **Public Address System/Clocks:** The existing system is approximately 28 years old with a 30-year expected useful life. The system has not operated effectively for over five years, with intermittent outages in portions of the building that also impact alarm systems and cause concern about building safety. The district has had multiple vendors on site to address the issue with no permanent solution identified or implemented, at great cost to the district.
- **Exterior Lighting:** The majority of the exterior light fixtures have been upgraded with **light-emitting diode (LED) models in recent years**. Future replacement of the building and soffit-mounted light fixtures is scheduled for **2032**. Pole-mounted LED fixtures are also present, and their replacement is shown in Years 5 (2026) and 20 (2041).
- **Interior Lighting:** Approximately 70% of the interior light fixtures are light-emitting diode (LED) models.

**MECHANICAL HEATING SYSTEMS: Please provide a detailed description of the current mechanical heating systems, including system age(s), and any known problems or existing conditions. Please describe the current heat system source (i.e. natural gas, propane, fuel oil, electric resistance, air source heat pump, ground source heat pump, other) and describe the current heat distribution (i.e. air handling units, fan coil units/cabinet heaters, unit ventilators, fuel furnaces, variable refrigerant flow (VRF), air source split systems or mini-splits, packaged rooftop units, water source heat pumps, fin tube/baseboard, radiant panels/beams, air displacement, other) (maximum of 5000 characters).**

The current mechanical heating systems at Ottoson Middle School primarily utilize **natural gas** as the heat source. The main heating generation equipment is located in the central mechanical room and consists of two Lochinvar natural gas-fired condensing boilers (800 MBH energy input each) for primary hydronic heat generation and a Smith cast-iron sectional boiler for supplemental heating (2,974 MBH energy input). As of April 2022, the Lochinvar boilers were approximately 8 years old with a 20-year expected useful life, while the Smith boiler was around 25 years old with a 25-year expected useful life.

The heat distribution methods include:

- **Hydronic heat** circulated via Grundfos micro-VFD boiler water circulation pumps and a pair of base-mounted hydronic heat circulation pumps.
- **Packaged rooftop units (RTUs)** serve various spaces and provide heating using natural gas. These RTUs vary in age and condition, with replacement costs projected based on their age and a 20-year expected useful life.
- **Interior heating and ventilation units** equipped with heating coils serve interior spaces, including the blue gymnasium and locker rooms. These units date back to the 1997 rehabilitation and are now 28 years old, with an expected useful life of 25 years.
- Each **classroom** is equipped with a **pneumatically-controlled ventilator** that uses a **wet heat loop from the boiler plant** for heating. These ventilators also date back to the 1997

rehabilitation and are thus around 28 years old with a 25-year expected useful life. Management reports that several of the ventilator dampers are currently problematic.

Known problems and existing conditions related to the heating systems include:

- The building's **pneumatic control system**, which governs interior environment conditions, is reported to be **inefficient** and causing **balancing issues** in several spaces (i.e., lack of heat in some areas).
- Several of the **classroom ventilator dampers are problematic** and default to “automatically on,” causing extremely hot conditions in many classrooms throughout the winter months. This leads educators to open windows to relieve uncomfortable conditions when the maintenance team cannot locate the source of the sensor failure, raising energy costs for the district and inefficiently using heating resources.
- There are **abandoned underground fuel oil storage tanks** present at the development, indicating that fuel oil was a previous heating source for the building's boilers. These tanks are reportedly abandoned in place.

At the time of the 2022 Capital Needs Study, the total inflated cost in 2022 dollars related to boilers and boiler room systems was estimated at **\$1,009,085** over several years; this does not include replacement throughout the building of pneumatic control systems that allow for climate control.

**MECHANICAL COOLING SYSTEMS: Please provide a detailed description of the current mechanical cooling systems, including system age(s), and any known problems or existing conditions. Describe the current cooling system source (i.e. air-cooled chiller, water-cooled chiller, mini-splits/DX, ground source heat pump, other, none) and describe the current cooling distribution (i.e. air handling units or rooftop units, fan coil units, unit ventilators, chilled beams, variable refrigerant flow (VRF), packaged rooftop units, water source heat pumps, air displacement, other, none) (maximum of 5000 characters).**

There are very limited areas that have cooling available at Ottoson Middle School; cooling is only provided to the cafeteria, administrative spaces, music room, and media center via DX air conditioning RTUs. RTUs are dated in various years, including 1998, 2017, 2018, and 2021, with more details below.

There are several types of equipment to provide space cooling, and these systems fail frequently, causing water damage due to condensation when the cool air meets the warm, humid interior air in the summer. Multiple attempts to address water damage due to the cooling systems have not been successful in completely mitigating the issue, and in 2024, the music room needed to undergo extensive mold remediation as a result of water damage from the cooling systems.

The cooling system sources include:

- **Packaged Rooftop Units (RTUs):** Several rooftop units provide both heating (natural gas) and cooling to various spaces. These are **air-cooled DX (direct expansion) units**.

- **Split-System Air Conditioners:** Three split-system air conditioners facilitate space cooling for the computer rooms. These are also **air-cooled DX units**.
- **Ductless Mini-Split System Air Conditioners:** Three ductless mini-split system air conditioners cool various interior spaces. These are **air-cooled DX units** as well.

The cooling distribution methods include:

- **Air handling via Packaged Rooftop Units (RTUs):** The RTUs distribute conditioned air through ductwork to the served spaces.
- **Direct cooling via Split-System Air Conditioners:** These systems have an outdoor condensing unit and an indoor air handling unit that directly cools the computer rooms.
- **Direct cooling via Ductless Mini-Split System Air Conditioners:** These systems have an outdoor condensing unit and an indoor wall-mounted unit that directly cools various interior spaces.

Known problems and existing conditions related to the cooling systems include:

- The **split-system air conditioners serving the computer rooms are operating beyond their normal expected useful service lives** (25 years old in 2022, with a 15-year expected life).
- One of the **ductless mini-split air conditioners was noted to be 11 years old in 2022**, nearing its 15-year expected useful life.
- The **packaged rooftop units (RTUs)** vary in age and condition. Some units serving the cafeteria were noted to be **25 years old in 2022**. Replacement costs for various RTUs are projected throughout the 20-year plan based on their age and a 20-year expected useful life. One RTU serving the cafeteria is approximately 28 years old.

Classrooms are not cooled, and the district has needed to cancel school in recent years due to extreme heat in buildings - including Ottoson - that do not have adequate climate control in classroom spaces. In south-facing classrooms, afternoon heat has exceeded 95 degrees in some classroom spaces.

### **Total Building Boilers**

4

### **Is the District seeking replacement of the Boiler?**

N/A

### **Is there more than one boiler room in the Building?**

YES



**What percentage of the Building is heated by the Boiler?**

80%; 20% by roof top units

**Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)**

NATURAL GAS

**Age of Boiler (number of years since the Boiler was installed or replaced):**

There are two Lochinvar natural gas-fired condensing heating boilers, last replaced in approximately 2014.

There is one Smith cast-iron sectional boiler used for supplemental heating. This boiler was not recently replaced and was 28 years old.

There is one Navien condensing domestic hot water boiler. This boiler was replaced in approximately 2015.

**Description of repairs, if applicable, in the last three years. Include year of repair:**

No repairs in last three years

**What percentage of the building is mechanically ventilated?**

80% using heating/cooling equipment.  
20% independent of the heating/cooling equipment

**What percentage of the building has mechanical cooling (not temporary or transportable i.e. window units)?**

70% air handler/rooftop units  
10% variable refrigerant flow (VRF)  
20% packaged rooftop units

**Has there been a Major Replacement of the HVAC SYSTEM?**

YES

**Year of Last Major Replacement:**

1997, with possible replacements of two of the boilers in 2014-2015, though this is not confirmed in documentation that we currently have available.

**Description of Last Major Replacement:**

1997, with two boilers possibly replaced approximately 10-11 years ago.

**Amperage of the main breaker**

--Please select--  
120/208

--Please select--  
3-phase

--Please select--

### **Has there been a Major Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM?**

Yes

### **Year of Last Major Replacement:**

1997

### **Description of Last Major Replacement:**

None available

### **BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc.**

The current building interior features a variety of flooring systems, finishes, ceilings, and lighting types throughout its different areas. Challenges related to the layout of the building are mentioned below and further addressed in the following section on programming; this section outlines the flooring, finishings, and ceilings; lighting information can be found in the previous section on electrical systems.

**Layout:** The building's layout creates significant accessibility challenges and disconnected programming throughout the school. With five separate levels, the building includes multiple stairways and disconnected wings, which prove difficult for efficient navigation, especially for students and staff with physical limitations or teachers who are required to relocate classroom spaces throughout the day. Further details are included in the next section.

### **Flooring Systems:**

- **Common Hallways, Cafeteria, and Classrooms:** These spaces primarily feature **vinyl composition tile (VCT)** flooring, with localized cracking and wear that has necessitated frequent replacement to ensure safety for students with accessibility needs. Stairways have **rubber flooring** on landings and treads. Treads frequently lose their adherence to the stairs and require replacement or repair every summer.
- **Library:** The library has areas with **broadloom carpeting**.
- **Office/Administration Spaces:** These areas include both **vinyl composition tile (VCT)** flooring, with localized cracking and wear, and **broadloom carpeting**.

- **Gymnasiums:** The building contains two gymnasiums: the **blue gym** has **rubberized flooring** in usable condition, and the other gymnasium has **wood flooring** exhibiting age-related wear.
- **Locker Rooms:** Predominantly have **epoxy flooring** showing age-related wear.
- **Restrooms:** Primarily have **epoxy flooring** with age-related wear, and some areas with **vinyl composition tile (VCT)** flooring.

#### **Finishes:**

- **Walls:** Common hallways, the main lobby, stairways, classrooms, the library, cafeteria, and office/administration spaces generally have **painted wall surfaces**. Restrooms have **painted wall surfaces** and some areas with **ceramic tile walls**. Locker rooms have **painted ceiling and wall surfaces** and some areas of exposed masonry. Gymnasiums have **painted masonry walls** with localized paint peeling and wear.

#### **Ceilings:**

- **Common Hallways, Main Lobby, Stairways, Classrooms, Library, Office/Administration Spaces, Cafeteria, and Restrooms:** Generally have **suspended ceiling tile**. The blue gymnasium has suspended ceiling tiles, with some noted as displaced and posing a potential overhead risk; that ceiling does not include insulation. The girls' locker room has painted ceiling surfaces, while the boys' locker room has suspended ceiling tile.
- **Several moisture-stained ceiling tiles** can be found in the cafeteria, gyms, classrooms, and throughout the building where water damage has occurred due to the air conditioning unit failures or roof leaks, mentioned earlier in the application.

In summary, the interior of Ottoson Middle School exhibits a mix of original finishes from its construction and the 1997 rehabilitation, along with some more recent upgrades like the partial conversion to LED lighting. The capital needs assessment identifies various areas with wear and tear and includes projected costs and timelines for their repair or replacement over the next 20 years.

**SPACES AND PROGRAMS: Please provide a description of the number and sizes (in square feet) of all spaces. Please also provide the current grade structure and programs offered. If a vocational or comprehensive high school offering Chapter 74 Programs and/or Career Technical Education, please include the number of programs currently offered.**

Here is a breakdown of the sizes of different categories of spaces within Ottoson Middle School based on the "Capital Needs Assessment":

- **Hallways: 25,045 sf**
- **Stairs: 1,391 sf**
- **Main Lobby: 2,652 sf**
- **Classrooms: approx. 60,000 sf -**
  - **Standard Classrooms in 8th grade - 768 sf - about 24**
  - **Standard Classrooms in 7th grade - 682 sf - about 30**

- **Many non-standard classroom spaces throughout the building.**
- **Library: 8,367 sf**
- **Office/Administration: 9103 sf**
- **Blue Gym: 9,131 sf**
- **Wood Gym: 9,712 sf**
- **Gymnasium Stage: 1,807 sf**
- **Cafeteria: 7,800 sf**
- **Locker Rooms: 5,223 sf**
- **Restrooms: 2,407 sf.**

Ottoson Middle School is a diverse middle school serving nearly 1,000 students in grades 7 and 8. The school follows the middle school model, with each grade organized into five learning communities, creating a “school within a school” environment. This structure allows teachers and counselors to build strong relationships with students, as those within the same learning community share the same teachers for math, science, social studies, and English.

Our current middle school building no longer meets the needs of our 1,000 students. Over time, we have had to make significant compromises to accommodate growing enrollment, evolving educational programming, and specialized student needs. The limitations of our current space have had a direct impact on student learning, staff collaboration, and our ability to offer innovative, engaging, and inclusive educational experiences.

### **Special Education Programming**

A special education teacher is integrated into each learning community, providing co-taught and inclusion-based support. These teachers offer direct instruction, inclusion support, and, when appropriate, small group instruction for students with IEPs, most often due to a specific learning disability.

In the 2024-2025 school year, Ottoson offers three specialized special education programs:

- **Summit:** Supports students with social, emotional, and behavioral needs that affect their ability to succeed academically or socially in an inclusive setting.
- **Reach:** Serves students with learning disabilities associated with autism spectrum disorders and related communication, social-emotional, and learning challenges.
- **Compass:** Supports students with developmental or intellectual impairments, emphasizing functional academic and educational services across multiple learning domains.

In the 2025-2026 school year, the school will introduce a fourth special education program, a language-based classroom to support students with difficulties in understanding or processing language that can impact reading, writing, speaking and listening.

One of the most pressing concerns is the inadequate space for our special education programs. Essential classrooms and resource spaces have been forced into repurposed areas that were never intended for instruction, such as former teacher breakrooms. Our therapeutic learning environment is housed in two small interior classroom spaces containing brick walls and no windows to the outside. This prevents natural lighting from creating a calming and welcome atmosphere. These makeshift solutions create accessibility challenges and limit the ability to provide differentiated and small-group instruction that meets the needs of all learners. Similarly, counseling services—critical for student

well-being—are being provided in former storage closets, restricting privacy, confidentiality, and the ability to serve students effectively.

## Academics

While students at Ottoson Middle School have access to a robust academic program, our school also faces a severe lack of proper science laboratory classrooms. Instead of fully equipped labs that foster hands-on experimentation and inquiry-based learning, students must work in spaces not designed to support modern science instruction. Additionally, world language classrooms are housed in former small computer labs, spaces that were never meant for active, interactive learning environments.

Music education is inhibited by the lack of dedicated band, orchestra, and chorus spaces. Without appropriate rehearsal rooms and acoustically suitable environments, music instruction is compromised. Our current setup impacts the broader school culture by limiting opportunities for public performances and community engagement. All students take physical education and a variety of “specials” classes, such as art, music, family and consumer sciences (FACS), and technology. Additionally, students can opt into electives like computer science and a range of courses within the visual arts, performing arts, and technology domains.

Additionally, our school lacks modern, upgraded technology spaces. We do not have the dedicated maker spaces or innovation labs needed to support project-based and experiential learning opportunities. As education continues to evolve toward hands-on, real-world applications, our students are being left behind due to the constraints of an outdated facility that does not support modern pedagogical approaches.

The Ottoson Middle School also houses the Lexington, Arlington, Belmont, Burlington, Bedford (LABBB) Collaborative. Students receive specially designed services to address their academic, social, emotional, and behavioral needs. The current structure of the spaces limits the full capabilities of the program. Currently, a book closet for the OMS English department serves as a breakout space for the LABBB program.

**TOTAL SCHOOL STUDENT ENROLLMENT: Please provide the current student enrollment at the school as of the SOI filing.**

992

**CURRENT GRADES SERVED AT SOI FACILITY: Please check the boxes under each current grade level represented at the SOI facility.**

7, 8

**SCHOOL TYPE: Please check under the appropriate boxes where applicable.**

N/A



**CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).**

The school had originally been designed as a grade 6 - 8 school for the middle school students of Arlington. As the population of students grew, so did the needs of the building. When the grade 6 school opened in 2018, the school became a grades 7 - 8 middle school. Currently, one side of the building houses primarily grade seven learning communities and the other side of the building houses primarily grade 8 learning communities. In the center of the building are shared grade level classrooms such as art and world language classrooms. The design enables the school to preserve the middle school model, meaning that the majority of students' classrooms are located in the same area of the building. This helps to promote a sense of community, belonging, and safety within a large school community.

As the number of students has increased and as the educational teaching and learning strategies have evolved, adjustments to the spaces have been made.

- The boys' locker room has been converted into a classroom and is utilized as a health classroom.
- Two small computer labs have been converted into classroom spaces for world language teachers.
- The bandroom is housed in a space that is more suitable for an art or technology class.
- A storage closet that had been in between a math classroom and a social studies classroom has been converted into a small office space for one of the special teachers who teaches off of a cart in various spaces throughout the building.
- At least three closets have been converted into small offices or breakout spaces for teachers and counselors to use as a quiet space with students.
- A teacher's room has been converted into a classroom space for a special education classroom.
- A book closet is being used as a breakout space for students in the LABBB program.
- A small room off of the media center that had served as the office space for the librarian has been converted into a learning center classroom for special education students.
- The cafeteria is not large enough to accommodate three lunch periods; therefore, we had to create two separate bell schedules for each grade level in order to divide students into four groups. This means that every day for 1 ½ hours of the day, the school runs on two separate bell schedules, creating class schedule constraints for teachers who teach both grade levels.

**Is there overcrowding at the school facility?**

NO

**Please provide the current student to teacher ratios at the school facility that is the subject of this SOI (# students per teacher)**

11.3

**Please indicate if the ratio is a goal, practice or a class size policy adopted by the School Committee**

Class size ratios are goals and practices set in collective bargaining and budgeting discussions by the district. In general, the district strives for 20-25 students per general education section, and a reasonable balance of students with specific needs in each class. The ratio above reflects the ratio of students to certified educators, including specialists and service providers.

**Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI (# students per teacher)**

Enrollments have shifted considerably over time, and the school became a Grade 7-8 school in 2019 when it was evident that the building could not contain future enrollments. The current class and learning community sizes are what was planned for the school. It is possible as part of the build process that the district may consider redistribution of grade levels at the two district middle schools, but this has not yet been widely discussed or determined.

**MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices within the past five years, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).**

Maintenance practices generally include a combination of preventative maintenance and reparative maintenance. The Facilities team performs annual preventative maintenance on all HVAC equipment. In annual reviews of the Town's building portfolio prior to the 5-year capital planning process, the Facilities Department, in partnership with School administration, recommends projects to prioritize for capital repairs for the coming 5 years, with a focus on the next fiscal year's immediate needs. (Prior to this process, staff conduct feasibility studies and audits informed by the priorities indicated in the "out years" of the previous year's 5-year capital plan.) The Capital Planning Committee considers these recommendations when deciding what capital repair requests to bring to Town Meeting, which approves the annual capital budget. The Facilities Department also maintains a list of planned projects and priorities beyond the 5-year capital cycle, which is revisited periodically and informed by processes such as the Schools' strategic planning process and the development of decarbonization plans for municipal buildings (e.g., the 2024 Decarbonization Roadmap, the 2023 Electrification & Air Quality Master Plan).

A Capital Planning Report commissioned in 2022 by the district was intended to inform capital planning for OMS repairs over the next several years. However, the extensive costs of capital repairs totaled \$16,243,016 over the next several years, and \$6,000,000 of immediate needed repairs in

order to ensure that the total cost would not inflate further. This cost for capital repair would be greater today, and was more than the Town could commit as part of its Capital Planning process at the time or in the near future. Given this and the programming constraints of the current structure, the district and Town have prioritized only those repairs that are critical to the safety and functionality of the building.

**Please indicate if the District's annual budget includes training for its maintenance staff.**

Yes

If "YES", please describe.

Maintenance and custodial staff receive routine training as it pertains to their specialization areas and whenever a new system is introduced. This training is generally provided in the form of regular feedback from supervisors, monthly meetings with supervisors, or specialized training on systems that are being newly introduced or specific to the role of the individual. Funds are allocated for both training from vendors as needed and resources are present for supervisors and the Director of Facilities to provide job-embedded training as needed.

**PRIORITIES:**

**Guidance for Priority 5**

**Districts should only check Priority 5 if a major building system is in need of replacement, renovation, or modernization in order to extend the useful life of the building. Districts selecting Priority 5 must provide all requested information in the appropriate spaces provided at the bottom of the page.**

**\* The determination of whether something qualifies as a Priority 5 rests solely with the MSBA, and the MSBA shall not be bound by the opinions or judgments of the district.**

**Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.**

**Roof System:**

- The building predominantly has flat roofs constructed using a mechanically fastened Ethylene Propylene Diene Monomer (EPDM) roof assembly, with active roof leakage occurring through these EPDM roof assemblies.

- Several areas of pronounced water ponding, which can lead to premature deterioration of the roofing membrane and increased risk of leaks.
- Localized areas of deteriorated EPDM roof membrane.
- EPDM roof assemblies have exceeded useful life and have been recommended for full replacement
- Evidence of poor drainage throughout roof assemblies.
- There are internal roof drains, and isolated displaced strainer domes cause leakage and damage to the exterior and interior of the building.

#### **Windows:**

- The exterior windows are prefinished aluminum-framed fixed and operable models containing insulating glass units (IGU's), and failed IGUs were noted during a 2022 capital needs assessment.
- Full replacement of the window frames is anticipated within the next 10 years.

#### **Boilers:**

- Some of the boilers supplying heat to the building have reached end of life and sometimes fail, requiring either extensive troubleshooting by staff or vendor support to repair.
- Underground fuel oil storage tanks are present at the development and were previously used as the heating source. These tanks have reportedly been abandoned in place. While no costs are currently associated with them, their presence could pose potential environmental concerns in the future.

#### **HVAC System:**

- The development features a pneumatic control system governing interior environmental conditions. This system is inefficient, and several spaces are experiencing balancing issues (lack of heat versus the remainder of the building).
- There are three ductless mini-split system air conditioners facilitating space cooling for various interior spaces and are well beyond their useful life.
- Eight heating and ventilation units serve various interior spaces, including the blue gymnasium and locker rooms and nearing end of life.
- Several packaged rooftop units (RTUs) serve different areas like the cafeteria and media center. These units provide both heating (natural gas) and cooling. Several of these units are nearing or have exceeded their expected useful life and require replacement.

#### **Electrical Service and Distribution System:**

- The public address system, used for paging/announcements/instructions, has issues, with 50% of the system reported as not in operation, including the clock system. Costs for a system upgrade/replacement are shown in Year 1.

### **Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.**

The district has spent significant resources working to address issues as they arise, including patching leaks, calling vendors to repair PA system challenges, and replacing parts of mechanical systems when they fail. However, the ongoing unreliability of building electrical and HVAC systems has resulted in a challenging learning environment with frequent physical plant issues. There is always something that needs to be repaired at the Ottoson, which takes necessary time and resources to

address, and occupies the time of facilities staff who are servicing the entire district/town and the time of school leaders whose attention should primarily be focused on teaching and learning.

The unpredictability of the PA system and alarm systems have also created concerns related to the safety and security of the building. For the PA system and clocks, an inability to message entire sections of the building create concern for teachers and administration in the event of an emergency. The alarm system recently did not work in an entire wing, which is a major safety hazard. Because the building has multiple exit and entry points, none of which are easily visible to administration, the district has implemented cameras throughout the building; however, these cameras cannot be linked to an alarm system and are only accessed when the administration needs to investigate. This creates the potential for an unsafe environment where doors can be propped and/or students or other individuals can leave or enter campus during the school day. The district has invested in security camera purchase and installation through the capital process, as well as improved walkie-talkie systems and security protocols, but does not have the capacity or resources to mitigate this challenge further than it already has. A recent rise in mental health challenges for middle school students and the presence of multiple programs that serve students with emotional disabilities, combined with these electrical issues, create concern that the administration would struggle to effectively respond in the event of an emergency.

**Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.**

#### **Energy Costs and Climate Control:**

Copious resources are also being spent on energy costs, which have risen in recent years and are significantly exacerbated by issues with the pneumatic control system. When one sensor breaks, an entire section of the building is automatically fully open, heating rooms to uncomfortable levels and sometimes even dangerous levels. This prompts teachers to open windows in the winter, which further stresses the sensors and system as a whole. Identifying the source of the broken sensor is exceptionally difficult and requires hours of trial-and-error, because the system does not include automation.

Furthermore, the lack of cooling in the building's classrooms and the inconsistency of the cooling system in places where it is in place create uncomfortable, sometimes dangerous, and always uncertain conditions in the late spring and early fall. Conditions have been dangerous on the top floors of the building during hot days in September and June. Conditions have been uncertain every year for the past several, as the district has weighed whether to close school due to extreme heat. The inability to climate control classrooms throughout the year creates untenable learning conditions for our students.

#### **Water Damage from HVAC and Roof Issues:**



Significant instances of water damage have required expensive roof repairs and last-minute adjustments to classroom assignments while repairs were completed in recent years. Furthermore, staff have grown significantly concerned about their health in an environment that is conducive to mold growth after leaks have been identified as invading interior walls, and even resulted in visible mold on walls and surfaces. The district has conducted air quality assessments and mold remediation multiple times in response to these concerns, at significant cost to the district.

Water damage from roof leaks has also resulted in the loss of furnishings and technology, and the nature of the leaks is often unpredictable. Responses must be immediate and often displace students and staff in a building with no or very few additional spaces available.

#### **Accessibility and Layout:**

Electrical systems do not align with current expectations regarding accessibility; for example, a student in a wheelchair would not be able to turn the manual light on in a space that has a ramp for access to the gymnasium. There are several such examples of spaces throughout the school where the flooring, lighting, or other infrastructure create obstacles for students who are either temporarily or permanently unable to use the copious staircases to access their classes.

The design of the school requires that specialty classes, including some special education programming, is isolated from core classroom areas. This is not aligned with our inclusion-based instructional model.

**Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility and how it will improve your district's educational program.**

#### **Guidance for Priority 7**

**Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements. \*The determination of whether something qualifies as a Priority 7 rests solely with the MSBA, and the MSBA shall not be bound by the opinions or judgments of the district.**

**Question 1: Please provide a detailed description of the programs not currently available or in substandard spaces due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.**

The school lacks adequate spaces for whole-school assemblies, performances, or programs. This absence limits opportunities for building a sense of community and conducting school-wide events. One of the gym spaces (blue gym) has an inadequate ceiling height, preventing students from

engaging in wide range sports and physical activities. The ceiling height is dangerous and puts students at risk of injury. The ceiling lacks insulation and needs to be replaced in order to improve the heating and circulation of that space. The health classroom is currently housed in a converted space within the boys' locker room, a less-than-ideal arrangement for student learning and wellness instruction.

Specialty classrooms, including those for music and the arts, are similarly undersized for the current student population. The music program has expanded significantly K-12 and the number of students who participate in the program at the middle school level continues to grow, yet the school has only one music room. Interior classrooms have been utilized and converted into band and orchestra rooms to meet the needs of the program, but do not enhance the teaching and learning of those spaces. Furthermore, the lack of a counseling suite has forced counseling offices to be scattered throughout the building, with some offices even located in converted closets, hindering privacy and collaboration among counseling staff.

The three sub-separate/inclusion (and starting in the 2025/2026 school year there will be four) special education programs require a thoughtfully designed environment that supports diverse learning needs, sensory sensitivities, and accessibility for students receiving specialized instruction. A critical component of this design is appropriate lighting, which significantly impacts student focus, comfort, and well-being. Access to natural light through windows or skylights is essential for maintaining a calm and regulated learning environment. Currently the spaces lack access to natural light and contain overhead artificial lighting that is unevenly distributed throughout the spaces.

Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

To mitigate the issues described above, here are some steps currently underway:

- AEF (Arlington Education Foundation) grant to fund the sound proof makeshift recording studio in one of the classroom spaces where music takes place to enhance pedagogical shifts in music education.
- This summer, we will move the band room to another classroom location that will be shared with a technology teacher; this will enable a better music set up for the band teacher and increase the flow of air, which is essential for wind instruments. This is a temporary solution for a bigger issue.
- Patchwork ceiling replacements in the blue gym will continue.
- Leaks from the roof will continue to be addressed.
- When the PA system or alarm system malfunctions, we continue to call in support to address and fix these issues.
- Converting more closet spaces into counseling spaces; transforming a storage space into a reading classroom space;

**Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.**

Additionally, our school lacks modern, upgraded technology spaces essential for 21st-century learning. We do not have the dedicated maker spaces or innovation labs needed to support project-based and experiential learning opportunities. Without these resources, students miss out on essential STEM and computer science experiences that are critical for future academic and career readiness.

Ultimately, the limitations of our current building restrict our ability to provide the educational experiences that our students deserve. We are committed to fostering an inclusive, innovative, and supportive learning environment, but our physical space is a barrier to achieving this vision. A new or significantly renovated building is essential to ensure that our middle school can adequately serve its 1,000 students, meet the diverse needs of our community, and prepare all learners for success in high school and beyond. Without appropriate spaces, we cannot fully implement the district's educational programs as required by state and federal mandates.



# Ottoson Middle School

Statement of Interest 2025

Dr. Elizabeth Homan, Superintendent

# Agenda

---



**Arlington Public Schools**  
Education That Empowers

SOI Priorities

Major Building Concerns for SOI Proposal

SOI and MSBA Process

Vote to Authorize Submission





# SOI Priorities



The Massachusetts School Building Authority provides 8 priorities from which districts can choose in their online portal. We have chosen the following two priorities as the reasons why we are requesting funding to rebuild Ottoson Middle School:

- (5) Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
- (7) Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

While an argument could be made for (6) short term enrollment growth, by the time the school is online, enrollments will likely be flat or declining, so we are not recommending enrollment as a priority for this submission.

# Major Building Concerns: HVAC



**Arlington Public Schools**  
Education That Empowers

- 2022 Capital Needs Assessment highlighted the immediate need for \$500,000 in boiler repairs, and an additional \$300,000 in repairs by 2027, along with additional millions in other HVAC updates.
- Heating and cooling is inconsistent throughout the building; broken sensors in the pneumatic control system trip valves to “always open/closed” in some areas of the building, and boilers inconsistently work in other areas of the building.
- Cooling systems in the central portion of the building create condensation in the summer, which has resulted in water damage and the need for mold monitoring and remediation in the summer.
- None of these systems are energy efficient or sustainable, slowing Arlington’s progress towards its sustainability goals.

# Major Building Concerns: Roof Leaks and Design



Arlington Public Schools  
Education That Empowers

- Pooling and snow/ice melt on OMS's flat roof causes water damage inside the building throughout the seasons.
- Vendors have conducted frequent repairs over the past several years.
- Water damage can be seen on ceiling tiles as a result of roof flooding, as well as in spaces where cooling systems have caused excessive condensation when the vents come into contact with humid summer air.
- APS has needed to replace furniture and fixtures when water damage has occurred in classrooms over the past four years, displacing students and disrupting learning.
- APS has remediated mold damage several times in OMS, and while no air quality studies have indicated health concerns, the continual need to remediate mold and conduct studies takes valuable resources from other priorities.



# Major Building Concerns: Accessibility



**Arlington Public Schools**  
Education That Empowers

- Many areas of the building present accessibility issues for anyone with mobility or vision challenges, such as:
  - Frequent steps up/down in the cafeteria;
  - Long ramps to access common instructional areas, such as the gym or cafeteria main seating areas;
  - Light switches located at one or the other (but not both) ends of accessible entrances; and
  - Multiple wings and mezzanines separated by staircases.
- Building design necessitates the isolation of small group learning spaces and program areas, making them less integrated with core programming and therefore significantly less inclusive.



*Cumbersome and difficult-to-find ramp to Wood Gym does not include lighting at the top of the ramp.*

# Major Building Concerns: Exterior Envelope Deterioration



Arlington Public Schools  
Education That Empowers

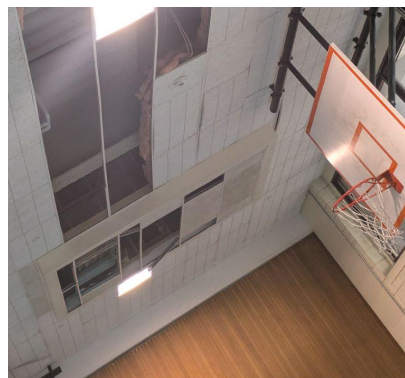
- Several areas of mortar loss, cracking, deterioration, with exposed and corroded reinforcing steel observed within the brick and stone cladding;
- Displaced suspended ceiling tiles in the gyms require either constant remediation or replacement of the ceiling;
- Cohesive/adhesive failures in exterior caulking; and
- Many areas require maintenance or replacement of floor tiles, ceilings, fixtures, exterior doors, or other major fixtures, totalling \$3.6M in year 1 and at least \$200,000/year according to 2022 Capital Needs Assessment



View of double leaf hollow metal service doors exhibiting age related wear/weathering



View of localized deteriorated brick masonry units at window corner



View of pronounced stone cladding deterioration as seen at north facing elevation of original building—also note exposed and corroded reinforcing steel



# Major Building Concerns: Layout, Fixtures, and Programming

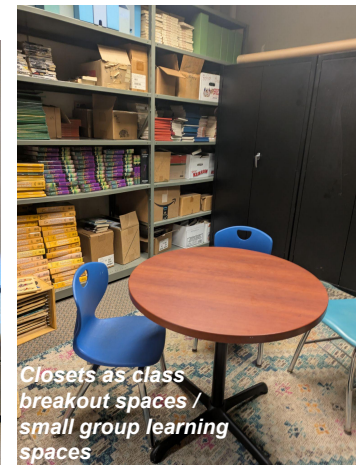


**Arlington Public Schools**  
Education That Empowers

- Awkward layout does not provide common areas for collaborative learning, breakout spaces, or varied class sizes for different learning purposes;
- Several spaces have been retrofitted for new uses, with multiple science classrooms lacking lab sinks and other science furnishings, fixtures, and equipment, and some makeshift office spaces lacking appropriate ventilation;
- Lack of common areas do not foster teacher collaboration, interdisciplinary learning, or inclusion, all key components of the APS Strategic Plan and OMS School Plan; specialized programs are secluded from core classrooms and common area square footage is not utilized efficiently.



*Science Fixtures seen above are only in some science classrooms*



*Closets as class breakout spaces / small group learning spaces*



# SOI and MSBA Process



- School Committee authorizes Superintendent to Submit;
- Present and discuss with Select Board, authorization vote for Superintendent to Submit;
- Complete final touches on application with support from facilities, operations, sustainability, and OMS leadership;
- Submission Deadline: Friday, April 11th
- Consideration for Eligibility by MSBA:
  - Senior Study Visits (if Necessary): August through October
  - Invitation into Eligibility Period: after completion of senior study visits (varies based on number conducted by MSBA)

Should OMS be invited into the eligibility period, we have 270 days to complete several steps in order to progress to an invitation to engage in a feasibility study. This would require APS to secure funding for the feasibility study during the 270 days.

# Vote to Authorize Submission



Resolved: Having convened in an open meeting on ***Monday, April 7th, 2025***, prior to the SOI submission closing date, the ***Select Board of the Town of Arlington***, in accordance with its charter, by-laws, and ordinances, has voted to authorize the ***Superintendent of Schools, Dr. Elizabeth Homan***, to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 2025 ***for the Ottoson Middle School located at 63 Acton Street, Arlington, MA 02476*** which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future: replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Arlington Public Schools to filing an application for funding with the Massachusetts School Building Authority.

April 7, 2025

**Arlington School Committee**  
**MASSACHUSETTS 02476-4908**

Resolved: Having convened in an open meeting on ***Monday, April 7th, 2025***, prior to the SOI submission closing date, the ***Select Board of the Town of Arlington***, in accordance with its charter, by-laws, and ordinances, has voted to authorize the ***Superintendent of Schools, Dr. Elizabeth Homan***, to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 2025 for the ***Ottoson Middle School located at 63 Acton Street, Arlington, MA 02476*** which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future: replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Arlington Public Schools to filing an application for funding with the Massachusetts School Building Authority.

Sincerely,

Stephen DeCoursey

Chair, Arlington Select Board

<b>Stephen DeCoursey</b>	
<b>Diane M. Mahon</b>	
<b>Lenard Diggins</b>	
<b>Eric D. Helmuth</b>	
<b>John V. Hurd</b>	
<b>Vote Result</b>	

A true record ATTEST:

By:\_\_\_\_\_ Town Clerk

# Capital Needs Assessment

## PRELIMINARY REPORT

Prepared for:



**ARLINGTON  
MASSACHUSETTS**

869 Massachusetts Avenue  
Arlington, MA 02476

**Ottoson Middle School**

Arlington, MA

April 29, 2022





# Ottoson Middle School: Property Overview

**Total Buildings:** 1

<u>Building Type</u>	<u># of Buildings</u>	<u>Approx. GSF</u>
Elevator	1	170,114
Walk-up	-	-
<b>Totals:</b>	<b>1</b>	<b>170,114</b>

**Occupancy:** Public Middle School

**Property/Development Age:** 25

**Year of Construction:** 1921

**Most Recent Rehab:** 1997

**City & State:** Arlington, MA

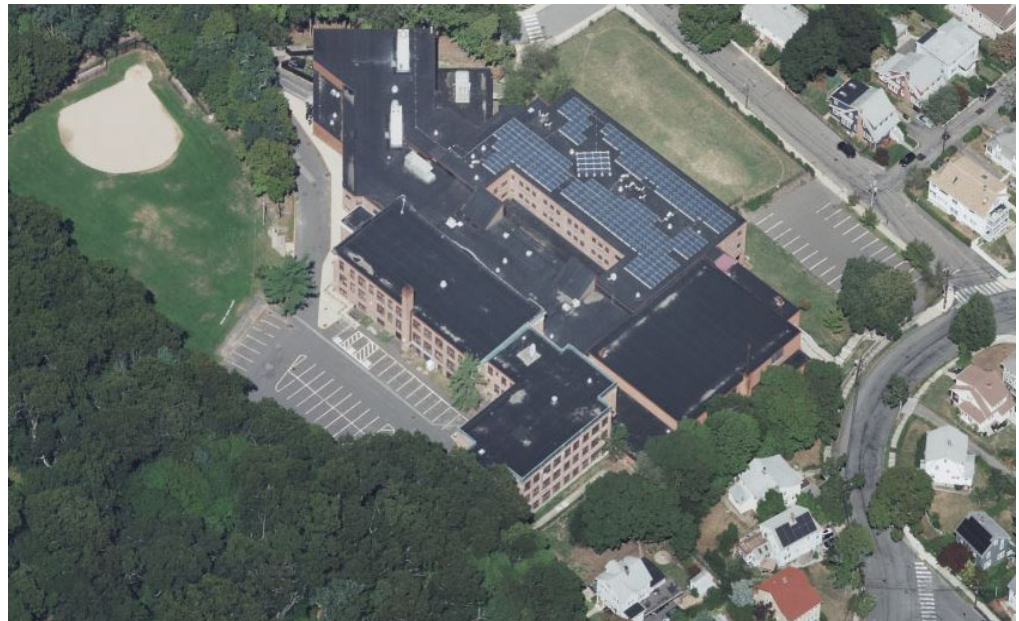
**Addresses:** 63 Acton Street

**OSI Project Number:** 22032

**Assessment Date:** April 19th, 2022

**Assessment Conditions:** High 40's, Sunny

**Assessor:** Matthew Chown



## **Property Description:**

Ottoson Middle School is a public middle school located in a predominantly residential neighborhood of Arlington, MA. The school serves students in grades seven and eight. The facility was originally constructed circa 1921 and underwent a major rehabilitation (including reported addition) circa 1997. The facility contains two gymnasiums (herein referred to as blue and wood gym), a library and media center, an array of classrooms and staff/administrative space, several common restrooms, hallways, and stairways.

## Ottoson Middle School

Arlington, MA

**Ottoson Middle School** is a public middle school located in a predominantly residential neighborhood of Arlington, MA. The school serves students in grades seven and eight. The facility was originally constructed circa 1921 and underwent a major rehabilitation (including reported addition) circa 1997. The facility contains two gymnasiums (herein referred to as blue and wood gym), a library and media center, an array of classrooms and staff/administrative space, several common restrooms, hallways, and stairways. Overall, the development is in fair to good condition. The interior spaces and various building systems are adequately appointed and maintained. That said, the property has substantive capital needs anticipated in the coming years; a number of systems and components are at or approaching the end of their useful lives. Anticipated near-term needs include asphalt pavement resurfacing, localized concrete flatwork repairs/replacement, localized retaining wall repairs, as-needed stormwater drainage improvements, upgrade/replacement of the building's HVAC pneumatic control system (i.e., conversion to a direct digital control system), older rooftop-mounted HVAC equipment replacement, brick and stone masonry cladding repairs/replacement, deteriorated exterior caulking replacement, EPDM roof assembly replacement, and interior renovation efforts (e.g., repainting, floor covering replacement, displaced ceiling tile replacement, as-needed bathroom fixture and accessory replacement, etc.).

Future capital actions are based on useful life expectations and assume continued effective maintenance and physical management. Costs for the twenty-year plan total \$12,929,830, or \$76.01 per gross square feet in current dollars (\$16,243,016, or \$95.48 per gross square feet in inflated dollars).

## Site Systems

The facility is located on a moderately sloped parcel with a pair of asphalt-paved parking lots (one at rear and northeast corner of development). For the purposes of this report, the front of the building is considered to be facing north. A recreational park is located towards the southwest corner of the facility and is reportedly the responsibility of the Town of Arlington, MA.

Concrete walkways and site steps facilitate pedestrian access throughout the site. A mix of stone and concrete block masonry retaining walls are present at steep elevation changes. Metal chain-link fencing is present along the perimeter of the north end recreational field as well as along portions of the east property limit. Pole-mounted light-emitting diode (LED) fixtures facilitate illumination along the roadways and parking areas. Additional site elements include landscaping comprised of lawn areas, trees, shrubs, and plantings, wood entry signage, as well as site distribution systems.

- 1. Costs for the development's site related elements total \$899,219 or \$5.29 per gross square feet in inflated dollars.**
2. The asphalt pavement appears to date to the 1997 rehabilitation. Deterioration in the form of cracking, depressions, and evidence of fatigue was observed within the asphalt. Costs to scarify and resurface the asphalt pavement are shown in Year 1. Future costs to carry out preventative maintenance repairs in the form of crack filling, sealcoating, and restriping are shown every five years starting in Year 6.
3. The concrete walkways, site steps, and landings vary in condition. Management reports concrete step replacement was carried out in recent years. Localized cracking and concrete spalls were observed within the steps, landings, and walkways. Periodic costs to carry out sectional concrete repairs/replacement (including as-needed refurbishment of metal railings/guardrails) are shown every eight years starting in Year 1.
4. Several displaced concrete block masonry units were observed within the front elevation retaining walls. Furthermore, localized mortar loss/deterioration was noted within the development's perimeter stone retaining walls. Periodic costs to carry out as-needed retaining wall repairs/replacement are shown every five years starting in Year 1. These costs also include pressure washing of the segmental block retaining walls present at the front of the development.
5. The development's metal chain-link fencing is in serviceable condition at the present time. Periodic costs to carry out sectional repairs/replacement are shown every five years starting in Year 2.
6. A dumpster enclosure comprised of metal chain-link fencing is located at the south end of the building (i.e., abutting food receiving area). Future replacement of the dumpster enclosure is shown in Years 5 and 20.
7. No problems/concerns were reported with regards to the pole-mounted LED fixtures. Future replacement of the LED fixtures is shown in Years 5 and 20, based on a fifteen-year expected useful service life.
8. Periodic costs to carry out as-needed landscaping repairs/upgrades including tree pruning efforts are shown every five years starting in Year 1.
9. Future replacement of the development's wood entry signage is shown in Year 5.
10. Based on discussions with management, the development is experiencing stormwater drainage issues at the present time. The full extent of these issues is unconfirmed. A place marker allowance to carry out as-needed repairs/improvements are shown in Year 1, pending a detailed review by a qualified design professional.

## Mechanical Room

The building's central mechanical room houses the heating generation equipment. A pair of Lochinvar natural gas-fired condensing boilers (800 MBH energy input each) facilitate hydronic heat generation for the building. A Smith cast-iron sectional boiler facilitates supplemental heating for the facility. Augmenting the boilers are Grundfos micro-VFD boiler water circulation pumps, a pair of base-mounted hydronic heat circulation pumps, as well as variable frequency drives governing hydronic heat circulation pump performance. Domestic hot water (DHW) generation for the building is facilitated via a Navien condensing boiler (150 MBH energy input) working in concert with an HTP indirect-fired domestic hot water (DHW) storage tank (80-gallon storage capacity). Augmenting this system are a pair of Grundfos micro-VFD circulation pumps.

**11. Costs related to the development's boilers and boiler room systems total \$1,009,085 or \$5.93 per gross square feet in inflated dollars.**

12. The Lochinvar natural gas-fired condensing heating boilers are in good operating condition at the present time. No problems/concerns were reported during the site review. Future replacement of the boilers is shown in Year 12, based on a twenty-year expected useful service life. Future replacement of the Smith cast-iron sectional boiler is shown in Year 5 (assumed limited usage as boiler is utilized for supplemental heating).
13. The development features a pneumatic control system governing interior environment conditions. Based on discussions with management, the pneumatic control system is inefficient at the present time and several spaces are experiencing balancing issues (i.e., lack of heat versus remainder of building). An allowance to replace the pneumatic control system with a direct digital control (DDC) system is shown in Year 1, however a full detailed review by a qualified design professional is required to determine the full scope and cost(s) of the required replacement work. The existing pneumatic control actuators, air compressor, air dryer, and various peripherals are included as part of the replacement/upgrade work.
14. No problems/concerns were reported with regards to the heating and domestic hot water circulation pumps. Future replacement costs are shown based on pump age, observed conditions, and pump expected useful service lives. Replacement of the variable frequency drive controllers serving the hydronic heat circulation pumps is shown in Year 12.
15. No problems/concerns were reported with regards to the domestic hot water (DHW) generation system. Future replacement of the Navien DHW boiler is shown in Year 13, based on a twenty-year expected useful service life. Replacement of the indirect-fired DHW storage tank is shown in Year 8, based on a fifteen-year expected useful service life.
16. Based on discussions with management, underground fuel oil storage tanks are present at the development and were previously utilized as the heating source for the building's boilers. These tanks have reportedly been abandoned in place.

## Building Mechanical and Electrical Systems

Major building systems include the fire sprinkler system (equipped with a backflow preventer), distribution piping for domestic hot and cold water, hydronic heat, sanitary wastewater, and natural gas services, heating, ventilation and air conditioning (HVAC) services, electrical, fire detection, security, and elevators.

**17. Costs related to the development's mechanical and electrical systems total \$3,699,755 or \$21.75 per gross square feet in inflated dollars.**

18. The building is equipped with a wet sprinkler system (city pressure supply). This system also includes a backflow preventer, a device designed to keep stagnant sprinkler water from flowing back into the potable water system. The fire suppression system is shown being maintained and monitored during the plan's timeframe.
19. No systemic problems/concerns were reported with regards to the building's distribution piping systems (i.e., no issues with regards to pin hole leaks, pipe breakage, or back-ups reported). These distribution piping systems are shown being maintained and monitored during the plan's timeframe.
20. An array of packaged rooftop units (RTU's) facilitate space heating/cooling for various spaces. The RTU's vary in age and condition. Replacement costs are shown based on RTU age, observed conditions, and a normal expected useful service life of twenty-years.
21. Three split-system air conditioners facilitate space cooling for the computer rooms. The air conditioners are operating beyond the end of their normal expected useful service lives, and replacement costs are shown in Years 1 and 16.
22. Three ductless mini-split system air conditioners facilitate space cooling for various interior spaces. Replacement costs are shown based on air conditioner age, observed conditions, and a normal expected useful service life of fifteen-years.
23. Eight heating and ventilation units serve various interior spaces including the blue gymnasium and locker rooms. The H/V units appear to date to the 1997 rehabilitation. Costs for as-needed replacement of the H/V units are shown in Years 1-8.
24. Each classroom is equipped with a pneumatically-controlled ventilator that is equipped with a wet heat loop from the boiler plant. Management reports several of the ventilator dampers are problematic at the present time; the ventilators date to the 1997 rehabilitation. Replacement of the ventilators is shown in Year 1, concurrent with replacement/upgrade of the building's pneumatic control system.
25. A series of rooftop-mounted exhausters facilitate ventilation for the building. Periodic costs to carry out as-needed replacement of the exhausters are shown every five years starting in Year 1.
26. Periodic costs to carry out as-needed electrical system/component repairs/replacement are shown every five years starting in Year 1. It is recommended that periodic infrared thermographic inspections and analysis of utility connections, main switchboard, breaker panels, disconnect switches, etc. be carried out to identify potential 'hot spots' in the electrical equipment that may cause potentially hazardous situations or a major source of system inefficiency. These inspections are shown being handled out of operating accounts.



27. No problems or concerns were reported with regards to the security camera system (reportedly fully upgraded in recent years). Periodic costs for as-needed camera and component repairs/replacement are shown every five years starting in Year 3.
28. The building contains solar photovoltaic panels and inverters on the northern upper roof level. Based on discussions with management, the PV panels and inverters are not the responsibility of the development; subsequently no costs for these components are shown during the plan's timeframe.
29. The building contains a central fire alarm control panel monitoring hardwired end devices. No active trouble signals were illuminated during the site review. Future replacement of the fire alarm control panel including end devices is shown in Year 6.
30. The facility is equipped with a public address system for paging/announcements/instructions. Management reports 50% of the PA system is not in operation. Costs for a system upgrade/replacement are shown in Year 1 (including clock system, which is also problematic).
31. A video entry intercom system regulates visitor entry at the main entrance. Future replacement of the intercom system is shown in Year 15, based on a twenty-year expected useful service life.
32. A pair of hydraulic-type elevators facilitate vertical access within the building. The elevators were reportedly modernized circa 2021 and are maintained under the terms of a full service contract. Future costs to renovate the cab interiors and replace door operators are shown in Year 14. Future modernization of the elevators is not anticipated during the plan's timeframe. No problems/concerns were reported with regards to the vertical platform lift (recently replaced); the platform lift is shown being maintained and monitored during the plan's timeframe.

## **Building Architectural Systems**

The building predominantly contains flat roofs constructed utilizing a mechanically fastened Ethylene Propylene Diene Monomer (EPDM) roof assembly. The exterior walls are predominantly clad in brick and stone masonry; limited standing seam metal cladding is also present at select upper wall areas. Exterior caulking is installed along window and door perimeters as well as at masonry control joints. A mix of single and double leaf metal and fiberglass doors are present at main entries, emergency exits, and service spaces. A metal overhead door is present at the food receiving area. Automatic door operators are present at the main entrance and vestibule. Exterior windows are prefinished aluminum-framed fixed and operable models containing insulating glass units (IGU's). Building and soffit-mounted light fixtures facilitate illumination along the building perimeter. Interior spaces include hallways and stairways, classrooms, office/administrative spaces, a pair of gymnasiums, a cafeteria, restrooms, and a food preparation kitchen. Interior finishes/materials include a mix of suspended ceiling tile, painted wall and ceiling surfaces, vinyl composition tile (VCT), hardwood, epoxy, rubber flooring, and carpeting.

**33. Costs related to the development's architectural systems total \$10,634,956 or \$62.52 per gross square feet in inflated dollars.**

34. Localized cracking and deteriorated cementitious parge coat were observed within the exposed portions of concrete foundation wall. Repairs to the concrete foundation walls are included as part of exterior wall rehabilitation work discussed below. No problems/concerns were reported with regards to the building's main structural framing systems. Isolated areas of apparent efflorescence/moisture staining were observed within the abandoned boiler spaces (i.e., underside of concrete ceilings within basement level) of the building. An allowance for future as-needed concrete repairs and waterproofing efforts are shown in Year 6.
35. An elevated concrete walkway is present at the cafeteria emergency egress. Exposed and corroded reinforcing steel as well as concrete spalls were observed on the underside of the walkway. Costs to carry out concrete repairs as well as addressing corroded reinforcing steel are shown in Year 1.
36. The exterior doorways appear to vary in age and condition (i.e., majority of doors appear to date to 1997 rehabilitation, select doors appear to predate rehabilitation). Replacement of the exterior doors is shown based on doorway age, observed conditions, and doorway expected useful service lives. Future replacement of the food receiving area metal overhead door is shown in Year 5. Future replacement of the automatic door operators is shown in Year 10.
37. Several areas of mortar loss, cracking, spalls/deterioration, exposed and corroded reinforcing steel were observed within the brick and stone cladding, particularly at the north facing elevation of the original building (i.e., exterior walls over roof level). Furthermore, several steel lintels present above window openings exhibit corrosion and deformation. Costs to carry out repairs in the form of repointing, crack repairs, localized brick and stone replacement, and repairs to deteriorated lintel are shown in Year 1. However, it is recommended that these areas of deteriorated be further reviewed by a building envelope professional to determine the full scope and costs of required repair/replacement work.
38. Cohesive/adhesive failures were observed within the exterior caulking. Replacement costs are shown in Years 1 and 16, based on a fifteen-year expected useful service life.
39. The exterior windows reportedly date to the 1997 rehabilitation and are reportedly in good operating condition at the present time. Isolated failed insulating glass units (IGU's) were noted during the site review and costs for localized replacement are shown in Years 1-15 (failure of an IGU is ultimately apparent when condensation forms between the glass panes). Future replacement of the exterior windows is shown in Year 16.
40. The majority of the exterior light fixtures appear to have been upgraded with light-emitting diode (LED) models in recent years. Future replacement of the building and soffit-mounted light fixtures is shown in Year 11.
41. Based on discussions with management, areas of active roof leakage are occurring through the EPDM roof assemblies. Several areas of pronounced water ponding were also noted during the site review. Furthermore, localized deteriorated

- seams as well as soft spots (i.e., potentially saturated insulation) were noted during the site review. Based on roof surface serial numbers, the majority of the EPDM roof assemblies date to the 1997 rehabilitation. Replacement of the EPDM roof assemblies is shown in Year 1, based on the roofs exceeding a normal expected useful service life of twenty-years.
42. Pronounced vegetation growth and evidence of poor drainage was noted at select canopies (i.e., northeast corner of building). Costs to replace these roof sections are included with the aforementioned EPDM roof assembly replacement work.
43. No problems/concerns were reported with regards to the metal access roof doorways and roof hatches. Future replacement costs are shown in Year 5.
44. Common hallway, main lobby, and stairway finishes include suspended ceiling tile, painted wall surfaces, vinyl composition tile (VCT), and rubber flooring (stairways). Periodic costs to carry out as-needed repainting efforts are shown throughout the plan's timeframe. Localized cracking/wear was observed within the VCT flooring. Replacement of the VCT flooring is shown in Years 1-5. Costs for as-needed replacement of the rubber flooring are shown every five years starting in Year 1. Future replacement of the suspended ceiling tile is shown in Year 15. Periodic costs to carry out as-needed replacement of the solid core wood interior passage doors are shown every five years starting in Year 1.
45. Approximately 70% of the interior light fixtures are light-emitting diode (LED) models. The remaining light fixtures are shown being converted/replaced out of operating accounts.
46. Classroom, library, cafeteria, as well as office/administration space finishes/materials include suspended ceiling tile, painted wall surfaces, vinyl composition tile (VCT), and broadloom carpeting (library and select offices). Costs for as-needed repainting efforts are shown throughout the plan's timeframe. Future replacement of the suspended ceiling tile is shown starting in Year 15. Replacement of the VCT flooring and carpeting is shown based on floor covering age, observed conditions, and floor covering expected useful service lives.
47. Periodic costs to carry out as-needed replacement of classroom cabinetry sets, projectors, furnishings, fixtures, equipment, etc. are shown annually starting in Year 1.
48. The building contains two gymnasiums, one gymnasium contains wood flooring and the second gym contains rubberized flooring (i.e., blue gym). Several displaced suspended ceiling tiles were noted within the blue gymnasium and pose a potential overhead risk. Replacement of the suspended ceiling tile including carrying out insulation improvements is shown in Year 1. Replacement of the rubberized flooring present within the blue gym is shown in Year 5. Costs to refinish the wood gymnasium flooring are shown in Years 1 and 11 (including replacement of wood stage flooring in Year 1). Periodic costs to carry out as-needed gymnasium/stage equipment replacement are shown every five years starting in Year 1.
49. No problems/concerns were reported with regards to the cafeteria commercial-grade food preparation equipment. Periodic costs to carry out as-needed equipment replacement are shown every five years starting in Year 2.

50. Locker room and common restroom finishes/materials include suspended ceiling tile, painted ceiling surfaces (girl's locker room), painted wall surfaces, ceramic tile walls, as well as epoxy flooring. Costs for repainting efforts are shown over five year periods starting in Years 1 and 11 (including as-needed repairs to ceramic tile walls). Future replacement of the suspended ceiling tile is shown in Year 15. Costs to refurbish the epoxy flooring are shown in Years 1 and 11. Periodic costs for as-needed fixture, accessory, and equipment replacement are shown throughout the plan's timeframe.

*Additional Notes:*

1. The Physical Assessment of the property was conducted on April 19<sup>th</sup>, 2022. Additional information was provided to ON-SITE INSIGHT by site staff and others. OSI was represented on this assignment by Matthew Chown. We would like to thank site staff for their assistance.
2. Regular updates of this plan are recommended to ensure careful monitoring of major building systems and to adjust the program to accommodate unanticipated circumstances surrounding the buildings, operations, and/or occupants.
3. This report is delivered subject to the conditions on Appendix A, *Statement of Delivery*.



View of widespread pattern cracking and evidence of fatigue within asphalt-paved surface parking area as seen at rear of development



Additional view of pattern cracking and evidence of fatigue within asphalt pavement



View of northeast corner lower asphalt parking lot – note similar deterioration/age related wear



View of east end concrete site steps and metal railings – railings exhibit paint peeling/weathering





View of concrete deterioration within walkway  
as seen towards southeast corner of building



View of cast-in-place concrete retaining wall present towards  
northeast corner of building – note concrete spalls/deterioration



View of concrete segmental block masonry  
retaining walls as seen at north end of building –  
several displaced masonry units noted



View of development wood entry signage



View of metal chain-link dumpster enclosure as seen at food receiving area



View of Lochinvar natural gas-fired primary hydronic heating boilers



View of Smith cast-iron sectional supplemental heating boiler



View of natural gas-fired domestic hot water boiler and indirect-fired domestic hot water storage tank facilitating domestic hot water generation for facility





View of base-mounted hydronic heat circulation pumps – 20-horsepower rating each



View of hydronic heat circulation pump variable frequency drive controller



View of air compressor forming part of pneumatic control system governing interior environment conditions



View of main incoming water supply line for fire suppression system – note backflow preventer is in place



View of sample of split-system air conditioner (one of several) – unit in photograph serves computer room



View of packaged rooftop unit serving media center (one of several RTU's serving facility)



View of ductless mini-split system air conditioners serving media center



View of packaged rooftop HVAC unit serving cafeteria



View of typical classroom unit ventilator – several ventilators are reportedly problematic at the present time



View of solar photovoltaic array – reportedly not development responsibility



View of solar photovoltaic array inverter – reportedly not development responsibility



View of central fire alarm control panel monitoring hardwired end devices at building





View of elevator cab interiors – one of two hydraulic-type elevators serving development



View of elevator hydraulic power unit – both recently modernized per management



View of vertical platform lift – recently replaced



View of typical building architecture as seen at south elevation



View of cracking within exposed portion of concrete foundation wall – cementitious parge coat exhibits delaminations/wear



View of concrete spalls and exposed/corroded reinforcing steel as seen at underside of elevated concrete walkway present towards northwest corner of building



View of main entry doorway framing exhibiting corrosion/wear



View of double leaf hollow metal service doors exhibiting age related wear/weathering





View of localized deteriorated brick masonry units at window corner



View of localized mortar loss within brick masonry cladding



View of pronounced stone cladding deterioration as seen at north facing elevation of original building—also note exposed and corroded reinforcing steel



Additional view of corroded/deteriorated reinforcing steel within stone cladding



View of steel lintel exhibiting corrosion/deterioration as seen at north elevation of original building



View of brick masonry chimney – widespread mortar loss/deterioration noted



Exterior windows are prefinished aluminum-framed fixed and operable models containing insulating glass units (IGU's) – limited failed IGU's noted during assessment



View of deteriorated caulking (i.e., cohesive failures) as seen at window perimeter





Several areas of water ponding observed on EPDM roof surfaces



Additional view of water ponding on roof surfaces as seen at lower roof area



View of poorly adhered section of roof membrane



View of EPDM roof assembly conditions as seen at uppermost roof (i.e., original building)





View of widespread vegetation growth and evidence of poor drainage as seen at canopy roof located towards northeast corner of building



View of typical common hallway finishes – suspended ceiling tile, painted wall surfaces, and vinyl composition tile (VCT) flooring



View of typical common stairway finishes – note rubber landings and stair treads



View of typical classroom finishes – suspended ceiling tile, painted wall surfaces, and vinyl composition tile (VCT) flooring



Localized cracking/deterioration noted within VCT flooring



View of metal locker conditions



View teacher's lounge finishes - suspended ceiling tile, painted wall surfaces, and vinyl composition tile (VCT) flooring



View of typical common restroom finishes and fixtures – age related wear



View of typical locker area finishes and fixtures



View of main gym finishes – note wood flooring



View of blue gym finishes – note rubberized flooring – also note displaced suspended ceiling tiles and potential overhead risk



View of main gym stage flooring exhibiting age related wear





View of main gym bleachers –  
reportedly in serviceable condition



View of sample of office space finishes – suspended ceiling  
tile, painted wall surfaces, and broadloom carpeting



View of library finishes and furnishings – suspended ceiling  
tile, painted wall surfaces, and broadloom carpeting



View of commercial kitchen finishes and equipment

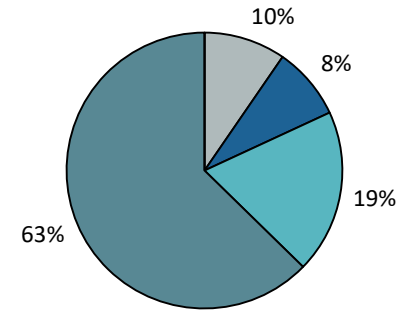
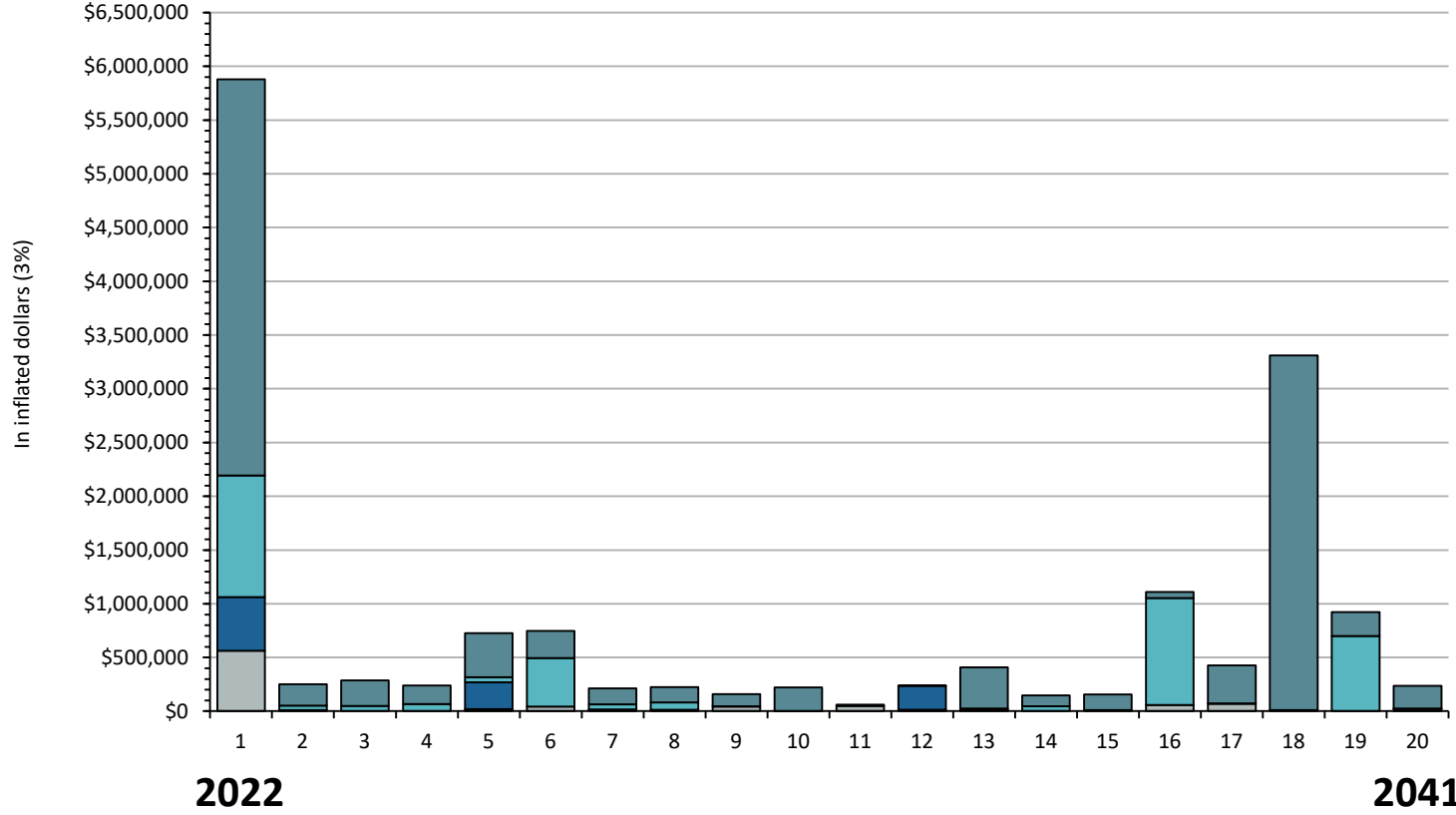


View of cafeteria finishes – suspended ceiling tile, painted wall surfaces, and vinyl composition tile (VCT) flooring

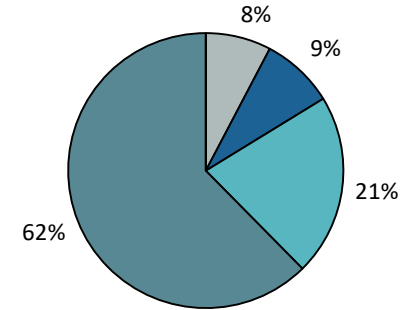


# Capital Needs Summary

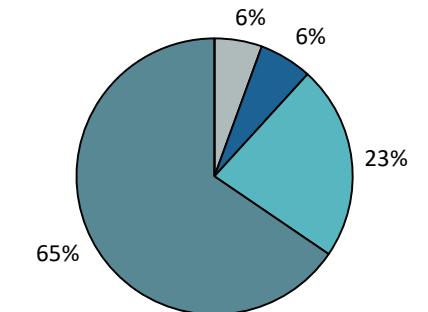
## Ottoson Middle School



**Year One Distribution**



**Ten Year Distribution**



**Twenty Year Distribution**

### Total Costs by Building System (inflated dollars)

	In Year 1	In Years 1-10	In Years 1-20
Site Systems	\$563,404 or \$3.31 /GSF	\$687,968 or \$4.04 /GSF	\$899,219 or \$5.29 /GSF
Mechanical Room	\$500,000 or \$2.94 /GSF	\$768,800 or \$4.52 /GSF	\$1,009,085 or \$5.93 /GSF
Building Mech. & Elec.	\$1,129,000 or \$6.64 /GSF	\$1,909,108 or \$11.22 /GSF	\$3,699,755 or \$21.75 /GSF
Building Architectural	\$3,687,299 or \$21.68 /GSF	\$5,584,297 or \$32.83 /GSF	\$10,634,956 or \$62.52 /GSF
In inflated dollars:	\$5,879,703 or \$34.56 /GSF	\$8,950,174 or \$52.61 /GSF	\$16,243,016 or \$95.48 /GSF
In current dollars:	\$5,879,703 or \$34.56 /GSF	\$8,560,446 or \$50.32 /GSF	\$12,929,830 or \$76.01 /GSF

# Capital Needs Summary

## Ottoson Middle School Arlington, MA

OSI Ref: **22032**  
Property Age: **25 Years**  
Financing: **Conventional**

Number of Buildings: **1**  
Total Number of Units: **170114**  
Occupancy: **Public Middle School**

	2022 Year 1	2023 Year 2	2024 Year 3	2025 Year 4	2026 Year 5	2027 Year 6	2028 Year 7	2029 Year 8	2030 Year 9	2031 Year 10
<b>Site Systems</b>										
Surface	\$463,404	\$9,418	\$0	\$0	\$18,008	\$43,043	\$10,918	\$0	\$43,177	\$0
Site Distribution Systems	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Sub-Total	<b>\$563,404</b>	<b>\$9,418</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,008</b>	<b>\$43,043</b>	<b>\$10,918</b>	<b>\$0</b>	<b>\$43,177</b>	<b>\$0</b>
<b>Mechanical Room</b>										
Boilers	\$500,000	\$0	\$0	\$0	\$251,045	\$0	\$4,657	\$0	\$0	\$0
Boiler Room Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,098	\$0	\$0
Mechanical Sub-Total	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$251,045</b>	<b>\$0</b>	<b>\$4,657</b>	<b>\$13,098</b>	<b>\$0</b>	<b>\$0</b>
<b>Building Mech. &amp; Electrical</b>										
Mechanical	\$1,071,500	\$42,745	\$44,027	\$67,203	\$46,709	\$48,110	\$49,553	\$63,339	\$1,900	\$1,957
Electrical	\$57,500	\$0	\$5,305	\$0	\$0	\$403,112	\$0	\$6,149	\$0	\$0
Elevators	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mechanical & Electrical Sub-Total	<b>\$1,129,000</b>	<b>\$42,745</b>	<b>\$49,332</b>	<b>\$67,203</b>	<b>\$46,709</b>	<b>\$451,222</b>	<b>\$49,553</b>	<b>\$69,488</b>	<b>\$1,900</b>	<b>\$1,957</b>
<b>Building Architectural</b>										
Structural and Exterior	\$533,790	\$3,273	\$3,371	\$3,472	\$9,766	\$30,926	\$3,794	\$3,908	\$4,025	\$108,854
Roof Systems	\$2,502,750	\$0	\$0	\$0	\$8,441	\$0	\$0	\$0	\$0	\$0
Hallways	\$85,585	\$77,853	\$80,188	\$54,735	\$56,377	\$41,148	\$30,442	\$31,356	\$0	\$0
Stairways	\$45,845	\$0	\$0	\$0	\$0	\$53,147	\$0	\$0	\$0	\$0
Main Lobby	\$33,870	\$0	\$0	\$0	\$0	\$8,521	\$0	\$0	\$0	\$0
Classrooms/Library	\$80,314	\$77,573	\$119,845	\$82,298	\$84,767	\$93,106	\$89,929	\$92,627	\$95,406	\$98,268
Office/Administration	\$16,588	\$17,086	\$17,598	\$18,126	\$32,492	\$0	\$0	\$0	\$0	\$0
Gymnasiums	\$242,067	\$0	\$0	\$0	\$205,540	\$11,593	\$0	\$0	\$0	\$0
Cafeteria	\$87,000	\$10,300	\$2,652	\$0	\$0	\$0	\$11,941	\$0	\$0	\$0
Locker Rooms	\$35,235	\$0	\$0	\$0	\$0	\$2,898	\$0	\$0	\$0	\$0
Restrooms	\$24,256	\$13,083	\$13,476	\$13,880	\$14,296	\$12,172	\$12,538	\$12,914	\$13,301	\$13,700
Building Architectural Sub-Total	<b>\$3,687,299</b>	<b>\$199,167</b>	<b>\$237,130</b>	<b>\$172,510</b>	<b>\$411,679</b>	<b>\$253,512</b>	<b>\$148,643</b>	<b>\$140,804</b>	<b>\$112,732</b>	<b>\$220,822</b>
<b>Total Capital Costs</b>	<b>\$5,879,703</b>	<b>\$251,330</b>	<b>\$286,462</b>	<b>\$239,713</b>	<b>\$727,441</b>	<b>\$747,777</b>	<b>\$213,771</b>	<b>\$223,390</b>	<b>\$157,808</b>	<b>\$222,779</b>

# Ottoson Middle School

Costs on these two pages are aggregated by category from the Capital Needs worksheets which follow. Total capital costs on these two pages are carried forward to line F of the Replacement Reserve Analysis(es) that follow.

2032 Year 11	2033 Year 12	2034 Year 13	2035 Year 14	2036 Year 15	2037 Year 16	2038 Year 17	2039 Year 18	2040 Year 19	2041 Year 20	
\$49,899	\$12,657	\$0	\$0	\$0	\$57,847	\$69,368	\$0	\$0	\$21,480	<b>Site Systems</b>
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Surface
										Site Distribution Systems
<b>\$49,899</b>	<b>\$12,657</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$57,847</b>	<b>\$69,368</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,480</b>	Site Sub-Total
\$0	\$224,246	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>Mechanical Room</b>
\$0	\$0	\$16,040	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Boilers
										Boiler Room Systems
<b>\$0</b>	<b>\$224,246</b>	<b>\$16,040</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	Mechanical Sub-Total
\$2,016	\$2,076	\$2,139	\$2,203	\$2,269	\$983,856	\$2,407	\$2,479	\$700,551	\$2,630	<b>Building Mech. &amp; Electrical</b>
\$10,079	\$0	\$7,129	\$0	\$6,807	\$11,685	\$0	\$8,264	\$0	\$0	Mechanical
\$0	\$0	\$0	\$44,056	\$0	\$0	\$0	\$0	\$0	\$0	Electrical
										Elevators
<b>\$12,095</b>	<b>\$2,076</b>	<b>\$9,267</b>	<b>\$46,259</b>	<b>\$9,076</b>	<b>\$995,541</b>	<b>\$2,407</b>	<b>\$10,744</b>	<b>\$700,551</b>	<b>\$2,630</b>	Mechanical & Electrical Sub-Total
\$19,053	\$4,398	\$4,530	\$4,666	\$4,806	\$2,975,531	\$0	\$0	\$0	\$0	<b>Building Architectural</b>
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Structural and Exterior
\$47,702	\$35,291	\$36,350	\$0	\$41,671	\$98,221	\$85,121	\$87,674	\$46,901	\$0	Roof Systems
\$61,612	\$0	\$0	\$0	\$46,272	\$71,425	\$0	\$0	\$0	\$0	Hallways
\$9,878	\$0	\$0	\$0	\$18,051	\$11,451	\$0	\$0	\$0	\$0	Stairways
\$31,887	\$25,923	\$80,382	\$27,501	\$82,363	\$92,624	\$87,379	\$90,000	\$92,700	\$95,481	Main Lobby
\$5,161	\$5,315	\$5,475	\$5,639	\$39,530	\$15,600	\$16,068	\$16,550	\$17,047	\$0	Classrooms/Library
\$123,034	\$0	\$0	\$0	\$0	\$15,580	\$0	\$0	\$0	\$0	Office/Administration
\$12,095	\$13,842	\$3,564	\$0	\$64,890	\$0	\$16,047	\$0	\$0	\$0	Gymnasiums
\$47,353	\$0	\$0	\$0	\$18,976	\$3,895	\$0	\$0	\$0	\$0	Cafeteria
\$26,128	\$17,583	\$18,110	\$18,653	\$39,237	\$16,359	\$16,849	\$17,355	\$17,876	\$0	Locker Rooms
										Restrooms
<b>\$383,903</b>	<b>\$102,352</b>	<b>\$148,411</b>	<b>\$56,460</b>	<b>\$355,796</b>	<b>\$3,300,686</b>	<b>\$221,465</b>	<b>\$211,580</b>	<b>\$174,524</b>	<b>\$95,481</b>	Building Architectural Sub-Total
<b>\$445,897</b>	<b>\$341,331</b>	<b>\$173,719</b>	<b>\$102,718</b>	<b>\$364,872</b>	<b>\$4,354,074</b>	<b>\$293,240</b>	<b>\$222,324</b>	<b>\$875,075</b>	<b>\$119,592</b>	<b>Total Capital Costs</b>

## SITE SYSTEMS

## Replacement Schedule

Page 30

Projected Capital Needs Over Twenty Years

COSTS PROJECTED AT 3%																			SITE SYSTEMS	
Replacement Items	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027	Year 7 2028	Year 8 2029	Year 9 2030	Year 10 2031	Year 11 2032	Year 12 2033	Year 13 2034	Year 14 2035	Year 15 2036	Year 16 2037	Year 17 2038	Year 18 2039	Year 19 2040	Year 20 2041
SURFACE																				
Roadways and Parking	\$404,320	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Crack-Fill and Sealcoat	\$0	\$0	\$0	\$0	\$0	\$14,062	\$0	\$0	\$0	\$0	\$16,301	\$0	\$0	\$0	\$0	\$18,898	\$0	\$0	\$0	\$0
Sidewalks (Asphalt)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Concrete Flatwork	\$34,084	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,177	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,695	\$0	\$0	\$0
Retaining Walls	\$15,000	\$0	\$0	\$0	\$0	\$17,389	\$0	\$0	\$0	\$0	\$20,159	\$0	\$0	\$0	\$0	\$23,370	\$0	\$0	\$0	\$0
Guardrail	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fencing	\$0	\$9,418	\$0	\$0	\$0	\$0	\$10,918	\$0	\$0	\$0	\$0	\$12,657	\$0	\$0	\$0	\$0	\$14,673	\$0	\$0	\$0
Dumpsters & Enclosures	\$0	\$0	\$0	\$0	\$5,346	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,329
Play Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Lighting (Pole Fixtures)	\$0	\$0	\$0	\$0	\$8,441	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,151
Site Lighting (Bollards)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscaping	\$10,000	\$0	\$0	\$0	\$0	\$11,593	\$0	\$0	\$0	\$0	\$13,439	\$0	\$0	\$0	\$0	\$15,580	\$0	\$0	\$0	\$0
Entry Signage	\$0	\$0	\$0	\$0	\$4,221	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SITE DISTRIBUTION SYSTEMS																				
Gas Lines	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sanitary Lines	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cold Water Lines	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric Distribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Stormwater Drainage	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation System	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Ottoson Middle School

MECHANICAL ROOM

MECHANICAL ROOM				(Expected Useful life)		Replacement Schedule		
Replacement Items	Quantity	Cost per unit in 2022 \$\$	Total Cost in 2022 \$\$	AGE (Years)	EUL (Years)	Year of action AND duration of project	Notes	
BOILERS								
		costs per mgmt.					Lochinvar natural gas-fired condensing boilers	
Boilers - Lochinvar	2 ea	60000.00	\$120,000	8	20	12 in 1 Year	Replacement costs including controls - 800 MBH energy input each	
		costs per mgmt.					Smith cast iron sectional boiler; supplemental use; no problems/concerns	
Boilers - Smith	1 ea	223050.00	\$223,050	25	25	5 in 1 Year	reported; replacement costs - 2,974 MBH energy input	
		costs pending specifications					Pneumatic control system governing interior environment conditions	
Controls	1 ls	500000.00	\$500,000	25	20	1 in 1 Year	Reportedly inefficient/balancing issues; replacement costs with DDC	
							Air compressor and dryer serving pneumatic control system	
Air Compressor/Air Dryer	1 ea		\$0	25	25		Costs included with system upgrade work above	
							Variable frequency drive controllers serving hydronic pumps	
Variable Frequency Drives	2 ea	8500.00	\$17,000	8	20	12 in 1 Year	Future replacement costs	
							Grundfos micro-VFD boiler water circulation pumps	
Boiler Water Pumps	2 ea	1950.00	\$3,900	8	15	7 in 1 Year	Future replacement costs	
							Base-mounted hydronic heat circulation pumps	
Heating Water Pumps	2 ea	12500.00	\$25,000	8	20	12 in 1 Year	Replacement costs - 20-horsepower rating each	
Chilled Water Pumps	ea							
							Boiler flue exhausts; no problems/concerns reported	
Flue Exhaust	1 ls		\$0	varies	25		Costs included with boiler replacement work above	
BOILER ROOM SYSTEMS								
							Boiler room piping/valves	
Boiler Room Piping/Valves	1 ls		\$0	varies	25		Costs included with boiler plant replacement above	
3-Way Valve & Controller	ea							
Heat Exchanger for Bldg. Heat	ea							
		costs per mgmt.					Navien condensing domestic hot water boiler	
Domestic Hot Water Generation	1 ea	11250.00	\$11,250	7	20	13 in 1 Year	Replacement costs - 150 MBH energy input	
							HTP indirect-fired domestic hot water (DHW) storage tank	
Domestic Hot Water Storage	1 ea	6750.00	\$6,750	7	15	8 in 1 Year	Replacement costs - 80-gallon storage capacity	
							Grundfos micro-VFD circulation pumps	
Domestic Hot Water Pumps	2 ea	1950.00	\$3,900	7	15	8 in 1 Year	Replacement costs	
Boiler Room Piping Insulation	ls							
							Underground fuel oil storage tanks present at development	
Fuel Oil Storage	1 ls		\$0	varies	25		Reportedly abandoned in place; no costs shown	
Fuel Oil Transfer System	ls							
Sump Pumps	ea							

Projected Capital Needs Over Twenty Years

	Costs projected at 3%																	MECHANICAL ROOM			
Replacement Items	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027	Year 7 2028	Year 8 2029	Year 9 2030	Year 10 2031	Year 11 2032	Year 12 2033	Year 13 2034	Year 14 2035	Year 15 2036	Year 16 2037	Year 17 2038	Year 18 2039	Year 19 2040	Year 20 2041	
BOILERS																					
Boilers - Lochinvar	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$166,108	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Boilers - Smith	\$0	\$0	\$0	\$0	\$251,045	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Controls	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Air Compressor/Air Dryer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Variable Frequency Drives	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,532	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Boiler Water Pumps	\$0	\$0	\$0	\$0	\$0	\$0	\$4,657	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Heating Water Pumps	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,606	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Chilled Water Pumps	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Flue Exhaust	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
BOILER ROOM SYSTEMS																					
Boiler Room Piping/Valves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3-Way Valve & Controller	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Heat Exchanger for Bldg. Heat	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Domestic Hot Water Generation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,040	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Domestic Hot Water Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,302	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Domestic Hot Water Pumps	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,797	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Boiler Room Piping Insulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fuel Oil Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fuel Oil Transfer System	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Sump Pumps	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

# Ottoson Middle School

## BUILDING MECHANICAL AND ELECTRICAL

(Expected Useful life)

Replacement Items	Quantity	Cost per unit in 2022 \$\$	Total Cost in 2022 \$\$	AGE (Years)	EUL (Years)	Replacement Schedule			Notes
BUILDING MECHANICAL									
Compactors	ea								
Building Fire Suppression	1 ls		\$0	25	100				Wet fire suppression system equipped with backflow preventer Maintain and monitor
Distribution Piping Systems	1 ls		\$0	25+	50				No systemic problems/concerns reported Maintain and monitor
Packaged RTU's	1 ea	cost per mgmt. 300000.00	\$300,000	25	20	1	in	1 Year	Packaged rooftop unit serving cafeteria Replacement costs - ~600 MBH gas heat, ~27.5-tons of cooling
Packaged RTU's	1 ea	300000.00	\$300,000	1	20	19	in	1 Year	Packaged rooftop units serving cafeteria
Packaged RTU's	2 ea	300000.00	\$600,000	4 to 5	20	16	in	1 Year	Replacement costs - ~600 MBH gas heat, ~27.5-tons of cooling
Packaged RTU's	3 ea	cost per mgmt. 20000.00	\$60,000	25	20	1	in	1 Year	Packaged rooftop units serving media center (RTU-7, 8, 9) Replacement costs - 40 MBH gas heat, ~2-tons of cooling
Packaged RTU's	3 ea	avg cost per unit 30000.00	\$90,000	1	20	19	in	1 Year	Packaged rooftop units serving classroom and media center (RTU-10) Replacement costs - 70-120 MBH gas heat, ~3.5-7.5-tons of cooling
Split-System A/C	3 ea	cost per mgmt. 10000.00	\$30,000	25	15	1 /16	in	1 Year	Split-system air conditioners serving computer rooms (CU-1,2, 3) Replacement costs - 3-tons of cooling capacity
Split-System A/C	1 ea	10000.00	\$10,000	7	15	8	in	1 Year	Ductless mini-split system air conditioners serving various spaces
Ductless A/C	2 ea	10000.00	\$20,000	11	15	4 /19	in	1 Year	Replacement costs
Heating/Ventilation Units	8 ea	costs pending specifications 40000.00	\$320,000	25	25	1	over	8 Years	Interior heating and ventilation units equipped with heating coils Replacement costs
Heating/Ventilation Units	+/-	costs pending specifications							Ventilation units equipped with hydronic heating, pneumatic actuators
Classroom Ventilators	64 ea	10000.00	\$640,000	25	25	1	in	1 Year	System replacement/upgrade costs; A/C units - Operating
Ventilation & Exhaust	1 ls	7500.00	\$7,500	25	20	1 /6 /11 /16	over	5 Years	Rooftop-mounted powered exhausters Annual costs for as-needed replacement
BUILDING ELECTRICAL									
Building Power Wiring	1 ls	7500.00	\$7,500	25+	40	1 /6 /11 /16	in	1 Year	No systemic problems/concerns reported; periodic costs to carry out as-needed component replacement
Security System	1 ls	5000.00	\$5,000	2	5	3 /8 /13 /18	in	1 Year	Security camera system; recently upgraded; future costs for as-needed camera system and component repairs/replacement
Solar PV	326 ea		\$0	7	20				Solar photovoltaic panels and inverters; reportedly not development responsibility; no costs shown
Emergency Lights	1 ls		\$0	varies	10				Emergency battery-powered light fixtures Maintain and monitor - Operating
Smoke / Fire Detection	1 ls	340228.00	\$340,228	14	20	6	in	1 Year	Central fire alarm control panel monitoring hardwired end devices Future replacement costs including end devices
Public Address System/Clocks	1 ls	costs pending specifications 50000.00	\$50,000	25	30	1	in	1 Year	Central system for paging/announcements/instructions 50% of system not in operation including clocks; system upgrade/replacement costs
Signaling / Communication	1 ls	4500.00	\$4,500	5	20	15	in	1 Year	Video entry intercom system at main entrance; no problems/concerns reported; replacement costs
BUILDING ELEVATORS									
Shafts and Doorways	2 ea		\$0	25	30				Hydraulic-type elevators; reportedly maintained under the terms of a full service contract
Elevator Cabs	2 ea	15000.00	\$30,000	1	15	14	in	1 Year	Elevator cab interiors Costs for renovation efforts including door operator replacement
Controller/Dispatcher	2 ea		\$0	1	20				Elevator controller/dispatcher equipment
Machine Room Equipment	2 ea		\$0	1	30				Maintained under the terms of a full service contract Hydraulic-type elevators; reportedly maintained under the terms of a full service contract
Accessible Platform Lift	1 ea		\$0	1	25				Vertical platform lift; recently replaced; no problems/concerns reported Maintain and monitor - Operating

	Costs projected at 3%														BUILDING MECHANICAL AND ELECTRICAL						
Replacement Items	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027	Year 7 2028	Year 8 2029	Year 9 2030	Year 10 2031	Year 11 2032	Year 12 2033	Year 13 2034	Year 14 2035	Year 15 2036	Year 16 2037	Year 17 2038	Year 18 2039	Year 19 2040	Year 20 2041	
BUILDING MECHANICAL																					
Compactors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Building Fire Suppression	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Distribution Piping Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Packaged RTU's	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Packaged RTU's	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$934,780	\$0	\$0	\$510,730	\$0	
Packaged RTU's	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Packaged RTU's	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$153,219	\$0	
Split-System A/C	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,739	\$0	\$0	\$0	\$0	
Ductless A/C	\$0	\$0	\$0	\$21,855	\$0	\$0	\$0	\$12,299	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,049	\$0	
Heating/Ventilation Units	\$40,000	\$41,200	\$42,436	\$43,709	\$45,020	\$46,371	\$47,762	\$49,195	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Classroom Ventilators	\$640,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Ventilation & Exhaust	\$1,500	\$1,545	\$1,591	\$1,639	\$1,688	\$1,739	\$1,791	\$1,845	\$1,900	\$1,957	\$2,016	\$2,076	\$2,139	\$2,203	\$2,269	\$2,337	\$2,407	\$2,479	\$2,554	\$2,630	
BUILDING ELECTRICAL																					
Building Power Wiring	\$7,500	\$0	\$0	\$0	\$0	\$8,695	\$0	\$0	\$0	\$0	\$10,079	\$0	\$0	\$0	\$0	\$11,685	\$0	\$0	\$0	\$0	
Security System	\$0	\$0	\$5,305	\$0	\$0	\$0	\$0	\$6,149	\$0	\$0	\$0	\$0	\$7,129	\$0	\$0	\$0	\$0	\$8,264	\$0	\$0	
Solar PV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Emergency Lights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Smoke / Fire Detection	\$0	\$0	\$0	\$0	\$0	\$394,417	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Public Address System/Clocks	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Signaling / Communication	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,807	\$0	\$0	\$0	\$0	\$0	
BUILDING ELEVATORS																					
Shafts and Doorways	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Elevator Cabs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,056	\$0	\$0	\$0	\$0	\$0	\$0	
Controller/Dispatcher	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Machine Room Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Accessible Platform Lift	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Ottoson Middle School

BUILDING ARCHITECTURE

BUILDING ARCHITECTURE		(Expected Useful life)				Replacement Schedule		Notes
Replacement Items	Quantity	Cost per unit in 2022 \$\$	Total Cost in 2022 \$\$	AGE (Years)	EUL (Years)	Year of action AND duration of project		
STRUCTURE								
Foundation	1,520 lf		\$0	25+	100		Cast-in-place concrete foundation walls; localized cracking and deteriorated cementitious parge coat; costs with masonry work below	
Framing	1 ls	20000.00	\$20,000	25+	100	6 in 1 Year	Localized evidence of water infiltration within basement level	
Elevated Walkway	220 sf	25.00	\$5,500	25	100	1 in 1 Year	Costs for as-needed repairs	
							Elevated concrete walkway at cafeteria emergency egress; exposed and corroded reinforcing steel noted; repair costs	
BUILDING EXTERIOR								
Exterior Common Doors	19 ea	3750.00	\$71,250	25	35	10 in 1 Year	Fiberglass doors; predominantly at main entries; localized abrasions	
Emergency Egress Doors	1 ea		\$0	<5	35		Future replacement costs; interim needs - Operating	
	3 ttl						Single leaf fiberglass emergency egress doors	
Emergency Egress Doors	1 ea	1750.00	\$1,750	varies	35	5 in 1 Year	Maintain and monitor - Operating	
							Single leaf hollow metal emergency egress doors	
Emergency Egress Doors	1 ea	3500.00	\$3,500	25	35	10 in 1 Year	Costs to replace doorway present at food receiving area	
	9 ttl						Double leaf hollow metal emergency egress doors	
Service Doors	2 ea	1750.00	\$3,500	25	35	1 /6 /11 /16 in 1 Year	Future replacement costs	
							Single and double leaf hollow metal service doors	
Overhead Door	1 ea	3750.00	\$3,750	25	30	5 in 1 Year	Costs for as-needed replacement	
							Metal overhead door present at food receiving area	
Automatic Door Operators	2 ea	2750.00	\$5,500	5	15	10 in 1 Year	Abrasions/wear; replacement costs	
	72,960 ttl sf	costs pending specifications					Automatic door operators present at main entrance and vestibule	
Exterior Walls - Masonry	10,944 sf	40.00	\$437,760	varies	60	1 in 1 Year	Replacement costs	
							Brick and stone cladding; several areas of mortar loss, cracking, and deterioration (rear of original building); repair costs	
Exterior Walls - Metal	2,235 sf		\$0	25+	40		Painted metal cladding along upper wall areas at original building	
							Weathering/finish wear; refurbishment costs included w/ above	
Exterior Caulking	9,865 lf	8.50	\$83,853	25	15	1 in 1 Year	Caulking installed at window and door perimeters, control joints	
							Cohesive/adhesive failures; replacement costs; future with windows	
Steel Lintels	1 ls		\$0	25	20		Steel lintels; corrosion and paint peeling noted	
							Refurbishment costs included with Exterior Walls above	
Exterior Ceilings	3,105 sf		\$0	25	30		Soffit siding at north end of building; serviceable condition	
	12,709 ttl sf						Maintain and monitor - Operating	
Window Frames	1,906 sf	25.00	\$47,660	25	35	1 over 15 Years	Prefinished aluminum-framed fixed and operable windows	
		costs pending specifications					Costs for as-needed replacement of failed and cracked IGU's	
Window Frames	12,709 sf	150.00	\$1,906,380	25	35	16 in 1 Year	Prefinished aluminum-framed fixed and operable windows	
							Future replacement costs	
Storm / Screen Windows	ea							
Canopies	1 ls		\$0	25	25		Canopy structures; pronounced vegetation growth and poor drainage noted from available vantage points; costs included with roof below	
							Fixtures for site/security/entry area illumination	
Building Mounted Lighting	1 ls	7500.00	\$7,500	varies	15	11 in 1 Year	Most have been retrofitted with LEDs; Replace fixtures in future	



Projected Capital Needs Over Twenty Years

Costs projected at 3%																		BUILDING ARCHITECTURE		
Replacement Items	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027	Year 7 2028	Year 8 2029	Year 9 2030	Year 10 2031	Year 11 2032	Year 12 2033	Year 13 2034	Year 14 2035	Year 15 2036	Year 16 2037	Year 17 2038	Year 18 2039	Year 19 2040	Year 20 2041
STRUCTURE																				
Foundation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Framing	\$0	\$0	\$0	\$0	\$0	\$23,185	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Elevated Walkway	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BUILDING EXTERIOR																				
Exterior Common Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92,965	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Egress Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Egress Doors	\$0	\$0	\$0	\$0	\$1,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Egress Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Service Doors	\$3,500	\$0	\$0	\$0	\$0	\$4,057	\$0	\$0	\$0	\$0	\$4,704	\$0	\$0	\$0	\$0	\$5,453	\$0	\$0	\$0	\$0
Overhead Door	\$0	\$0	\$0	\$0	\$4,221	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Automatic Door Operators	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,176	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exterior Walls - Masonry	\$437,760	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exterior Walls - Metal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exterior Caulking	\$83,853	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Steel Lintels	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exterior Ceilings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Window Frames	\$3,177	\$3,273	\$3,371	\$3,472	\$3,576	\$3,683	\$3,794	\$3,908	\$4,025	\$4,146	\$4,270	\$4,398	\$4,530	\$4,666	\$4,806	\$0	\$0	\$0	\$0	\$0
Window Frames	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#####	\$0	\$0	\$0	\$0
Storm / Screen Windows	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Canopies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Mounted Lighting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,079	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Ottoson Middle School

BUILDING ARCHITECTURE--continued

BUILDING ARCHITECTURE--continued		(Expected Useful life)				Replacement Schedule		
Replacement Items	Quantity	Cost per unit in 2022 \$\$	Total Cost in 2022 \$\$	AGE (Years)	EUL (Years)	Year of action AND duration of project		Notes
ROOF SYSTEMS								
Structure	83,425 sf		\$0	25+	40			Flat roof structure; several areas of water ponding noted
		cost per mgmt.						Costs to address water ponding included with roof work below
Roof Covering	83,425 sf	30.00	\$2,502,750	25	20	1	in 1 Year	Mechanically fastened EPDM roof assembly; reportedly dates to rehabilitation; limited replacement to date; replacement costs
Roof Covering	100 sf		\$0	25	40			Limited standing seam metal roofs; good overall conditions
								Maintain and monitor - Operating
Roof Drainage	1 ls		\$0	25	20			Internal roof drains; several areas of water ponding, isolated displaced strainer domes; costs included with roof replacement work above
Skylights	ea							
Penthouses	ea							
Access Doors & Hatches	1 ls	7500.00	\$7,500	varies	35	5	in 1 Year	Metal access doorway, roof hatches; fair condition
								Future replacement costs
Chimneys	1 ls		\$0	40+	40			Brick masonry chimneys; mortar loss, cracking/deterioration
								Repair costs included with Exterior Walls above
HALLS								
Hallway Walls	76,485 sf	1.00	\$76,485	varies	5	1 /6 /11 /16	over 3 Years	Painted wall surfaces; periodic costs to carry out as-needed repainting efforts
Hallway Ceilings	25,045 sf	5.50	\$137,748	25	40	15	over 5 Years	Suspended ceiling tile; serviceable condition
		cost per mgmt.						Future replacement costs
Hallway Floors	25,045 sf	10.00	\$250,450	25	20	1	over 5 Years	Vinyl composition tile (VCT) flooring; localized cracking/wear
								Replacement costs
Hallway Doors	1 ls	10000.00	\$10,000	25	35	1 /6 /11 /16	in 1 Year	Predominantly solid core wood passage doors; localized damage/wear
								Costs for as-needed replacement of passage doors
Hallway Railings	lf							
Hallway Interior Lighting	1 ls		\$0	varies	20			Mix of T8 fluorescent tube and light-emitting diode (LED) fixtures
								Reportedly 70% are LED; maintain and monitor - Operating
STAIRS								
	5,562 sf	5.50	\$30,591	25	40	15	in 1 Year	Suspended ceiling tile; future replacement costs
Stair Walls and Ceilings	18,035 sf	1.00	\$18,035	varies	5	1 /6 /11 /16	in 1 Year	Painted wall surfaces; costs for repainting efforts
	5,562 ttl sf							Rubber flooring; localized wear
Stair Floors	1,391 sf	20.00	\$27,810	25	30	1 /6 /11 /16	in 1 Year	Costs for as-needed replacement
								Stairway fire doors
Stair Doors	1 ls		\$0	25	35			Maintain and monitor - Operating
								Stairway railings
Stair Railings	1 ls		\$0	25	35			Maintain and monitor - Operating

	Costs projected at 3%															BUILDING ARCHITECTURE--continued									
Replacement Items	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027	Year 7 2028	Year 8 2029	Year 9 2030	Year 10 2031	Year 11 2032	Year 12 2033	Year 13 2034	Year 14 2035	Year 15 2036	Year 16 2037	Year 17 2038	Year 18 2039	Year 19 2040	Year 20 2041					
ROOF SYSTEMS																									
Structure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Roof Covering	#####	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Roof Covering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Roof Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Skylights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Penthouses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Access Doors & Hatches	\$0	\$0	\$0	\$0	\$8,441	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Chimneys	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
HALLS																									
Hallway Walls	\$25,495	\$26,260	\$27,048	\$0	\$0	\$29,556	\$30,442	\$31,356	\$0	\$0	\$34,263	\$35,291	\$36,350	\$0	\$0	\$39,720	\$40,912	\$42,139	\$0	\$0					
Hallway Ceilings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,671	\$42,921	\$44,209	\$45,535	\$46,901	\$0					
Hallway Floors	\$50,090	\$51,593	\$53,140	\$54,735	\$56,377	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Hallway Doors	\$10,000	\$0	\$0	\$0	\$0	\$11,593	\$0	\$0	\$0	\$0	\$13,439	\$0	\$0	\$0	\$0	\$15,580	\$0	\$0	\$0	\$0					
Hallway Railings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Hallway Interior Lighting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
STAIRS																									
Stair Walls and Ceilings	\$18,035	\$0	\$0	\$0	\$0	\$20,908	\$0	\$0	\$0	\$0	\$24,238	\$0	\$0	\$0	\$46,272	\$28,098	\$0	\$0	\$0	\$0					
Stair Floors	\$27,810	\$0	\$0	\$0	\$0	\$32,239	\$0	\$0	\$0	\$0	\$37,374	\$0	\$0	\$0	\$0	\$43,327	\$0	\$0	\$0	\$0					
Stair Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Stair Railings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					

## BUILDING ARCHITECTURE--continued

## Replacement Schedule

Page 40

Projected Capital Needs Over Twenty Years

	Costs projected at 3%															BUILDING ARCHITECTURE--continued									
Replacement Items	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027	Year 7 2028	Year 8 2029	Year 9 2030	Year 10 2031	Year 11 2032	Year 12 2033	Year 13 2034	Year 14 2035	Year 15 2036	Year 16 2037	Year 17 2038	Year 18 2039	Year 19 2040	Year 20 2041					
LOBBIES/MAIL FACILITIES																									
Lobby Walls & Ceilings	\$7,350	\$0	\$0	\$0	\$0	\$8,521	\$0	\$0	\$0	\$0	\$9,878	\$0	\$0	\$0	\$18,051	\$11,451	\$0	\$0	\$0	\$0					
Lobby Floors	\$26,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
CLASSROOMS/LIBRARY																									
Classroom Ceilings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,037	\$55,658	\$57,328	\$59,047	\$60,819	\$62,643					
Classroom Walls	\$8,727	\$8,989	\$9,258	\$9,536	\$9,822	\$10,117	\$10,420	\$10,733	\$11,055	\$11,387	\$11,728	\$12,080	\$12,443	\$12,816	\$13,200	\$13,596	\$14,004	\$14,424	\$14,857	\$15,303					
Classroom Floors	\$56,587	\$58,285	\$60,033	\$61,834	\$63,689	\$65,600	\$67,568	\$69,595	\$71,683	\$73,833	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Library Floors	\$0	\$0	\$39,944	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53,682	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Classroom Cabinetry	\$5,000	\$0	\$0	\$0	\$0	\$5,796	\$0	\$0	\$0	\$0	\$6,720	\$0	\$0	\$0	\$0	\$7,790	\$0	\$0	\$0	\$0					
Classroom Miscellaneous	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255	\$11,593	\$11,941	\$12,299	\$12,668	\$13,048	\$13,439	\$13,842	\$14,258	\$14,685	\$15,126	\$15,580	\$16,047	\$16,528	\$17,024	\$17,535					
OFFICE/ADMINISTRATION																									
Office Ceilings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,146	\$15,600	\$16,068	\$16,550	\$17,047	\$0					
Office Walls	\$3,840	\$3,955	\$4,074	\$4,196	\$4,322	\$0	\$0	\$0	\$0	\$0	\$5,161	\$5,315	\$5,475	\$5,639	\$5,808	\$0	\$0	\$0	\$0	\$0					
Office Floor Covering	\$12,748	\$13,130	\$13,524	\$13,930	\$14,348	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Office Floor Covering	\$0	\$0	\$0	\$0	\$13,822	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,575	\$0	\$0	\$0	\$0	\$0					
Office Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
GYMNASIUMS																									
Gymnasium Ceilings	\$136,965	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Gymnasium Walls	\$37,845	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,861	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Gymnasium Floors	\$0	\$0	\$0	\$0	\$205,540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Gymnasium Floors	\$43,704	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,735	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Gymnasium Stage	\$13,553	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Gymnasium/Stage Equipment	\$10,000	\$0	\$0	\$0	\$0	\$11,593	\$0	\$0	\$0	\$0	\$13,439	\$0	\$0	\$0	\$0	\$15,580	\$0	\$0	\$0	\$0					



## BUILDING ARCHITECTURE--continued

## Replacement Schedule

## CAFETERIA

## LOCKER ROOMS

## RESTROOMS

Projected Capital Needs Over Twenty Years

Ottoson Middle School

	Costs projected at 3%															BUILDING ARCHITECTURE--continued									
Replacement Items	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027	Year 7 2028	Year 8 2029	Year 9 2030	Year 10 2031	Year 11 2032	Year 12 2033	Year 13 2034	Year 14 2035	Year 15 2036	Year 16 2037	Year 17 2038	Year 18 2039	Year 19 2040	Year 20 2041					
CAFETERIA																									
Cafeteria Ceilings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64,890	\$0	\$0	\$0	\$0	\$0					
Cafeteria Walls	\$9,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,095	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Cafeteria Floors	\$78,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Cafeteria Equipment	\$0	\$10,300	\$0	\$0	\$0	\$0	\$11,941	\$0	\$0	\$0	\$0	\$13,842	\$0	\$0	\$0	\$0	\$16,047	\$0	\$0	\$0					
Walk-In Freezer Compressor	\$0	\$0	\$2,652	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,564	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
LOCKER ROOMS																									
Locker Room Ceilings	\$2,942	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,954	\$0	\$0	\$0	\$18,976	\$0	\$0	\$0	\$0	\$0					
Locker Room Walls	\$4,013	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,392	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Locker Room Floors	\$18,281	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Locker Room Fixtures	\$2,500	\$0	\$0	\$0	\$0	\$2,898	\$0	\$0	\$0	\$0	\$3,360	\$0	\$0	\$0	\$0	\$3,895	\$0	\$0	\$0	\$0					
Locker Room Equipment	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,079	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
RESTROOMS																									
Restroom Ceilings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,024	\$0	\$0	\$0	\$0	\$0					
Restroom Walls	\$2,202	\$2,268	\$2,336	\$2,406	\$2,478	\$0	\$0	\$0	\$0	\$0	\$2,959	\$3,048	\$3,140	\$3,234	\$3,331	\$0	\$0	\$0	\$0	\$0					
Restroom Floors	\$6,740	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,057	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Restroom Floors	\$4,814	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Restroom Fixtures	\$7,500	\$7,725	\$7,957	\$8,195	\$8,441	\$8,695	\$8,955	\$9,224	\$9,501	\$9,786	\$10,079	\$10,382	\$10,693	\$11,014	\$11,344	\$11,685	\$12,035	\$12,396	\$12,768	\$0					
Restroom Accessories	\$3,000	\$3,090	\$3,183	\$3,278	\$3,377	\$3,478	\$3,582	\$3,690	\$3,800	\$3,914	\$4,032	\$4,153	\$4,277	\$4,406	\$4,538	\$4,674	\$4,814	\$4,959	\$5,107	\$0					

## **Appendix A: Statement of Delivery**

Our Capital Needs Assessment (the "CNA" or the "Report") on the subject property is delivered subject to the following terms and conditions:

1. The report and analysis may be relied upon by you as a description of the observed current conditions of the building and site improvements, only as of the date of this report, and with the knowledge that certain limitations and exceptions within the report that are the reflective of the scope of services as defined in our contract. Although care has been taken in the performance of this assessment, ON-SITE INSIGHT, Inc. (and/or its representatives) makes no representations regarding latent or concealed defects that may exist and no warranty or guarantee is expressed or implied. This report is made only in the best exercise of our ability and judgment. Conclusions reached in this report assume current and continuing responsible ownership and competent property management.
2. We have undertaken no formal evaluation of environmental concerns, including but not limited to asbestos containing materials (ACMs), lead-based paint, chlorofluorocarbons (CFCs), polychlorinated biphenyls (PCBs), and mildew/mold.
3. Conclusions in this report are based on estimates of the age and normal working life of various items of equipment and/or statistical comparisons. Actual conditions can alter the useful life of any item. When an item needs immediate replacement depends on many factors, including previous use/misuse, irregularity of servicing, faulty manufacture, unfavorable conditions, Acts of God and unforeseen circumstances. Certain components that may be working when we made our inspection might deteriorate or break in the future without notice.
4. To prepare this report, we used historic data on capital activities and costs, blueprints (when available), and current prices for capital actions. We have not independently verified this information, have assumed that it is reliable, but assume no responsibility for its accuracy.
5. Unless otherwise noted in the report, we assume that all building components meet code requirements in force when the property was built.
6. If accessibility issues are referenced in the report, the site elements, common areas, and dwelling units at the development were examined for compliance with the requirements of the Uniform Federal Accessibility Standards (UFAS), and for Massachusetts properties, the Massachusetts Architectural Accessibility Board (AAB). The methodology employed in undertaking this examination is adapted from a Technical Assistance Guide (TAG-88-11) titled "Supplemental Information About the Section 504 Transition Plan Requirements" published by the Coordination and Review section of the U.S. Department of Justice Civil Rights Division, and the AAB Rules and Regulations, 521 CMR effective July 10, 1987. The Guide also incorporates the requirements of UFAS, published April 1, 1988 by the General Services Administration, the Department of Defense, the Department of Housing and Urban Development, and the U.S. Postal Service. Changes in legislation and/or regulations may make some observations moot.
7. Response Actions and estimated costs of responses were developed by ON-SITE INSIGHT, Inc. If additional structural work is necessary, costs for some Response Actions may exceed estimates. Whenever the Response Action is to remove, reposition, or modify walls, a competent structural engineer should be retained before any work is done, because such investigation may disclose that a Response Action is either more costly than estimated, or is not possible.
8. Conclusions reached in this report assume current and continuing responsible ownership and competent property management. Any unauthorized reliance on or use of the report, including any of its information or conclusions, will be at the third party's sole risk. For the same reasons, no warranties or representation, express or implied in this report, are made to any such third party. Reliance on the report by the client and all authorized parties will be subject to the terms, conditions and limitations stated in the contract Terms and Conditions. The limitation of liability defined in the Terms and Conditions is the aggregate limit of ON-SITE INSIGHT's liability to the client and all relying parties.
9. Regular updates of this plan are recommended to ensure careful monitoring of major building systems and to adjust the program to accommodate unanticipated circumstances surrounding the buildings, operations, and/or occupants.



## **Town of Arlington, Massachusetts**

---

### **Discussion and Vote: Residential Trash Cart Size Selection**

#### **Summary:**

Jim Feeney, Town Manager

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Containerized_Program__2025_Final_Ver.pdf	Presentation

# Solid Waste Containerization FY2026

Selection of Trash Cart Size



# Why Containerization?

## Primary:

- Automated curbside collection offers significant cost savings (~40%, ~\$10M over life of contract)

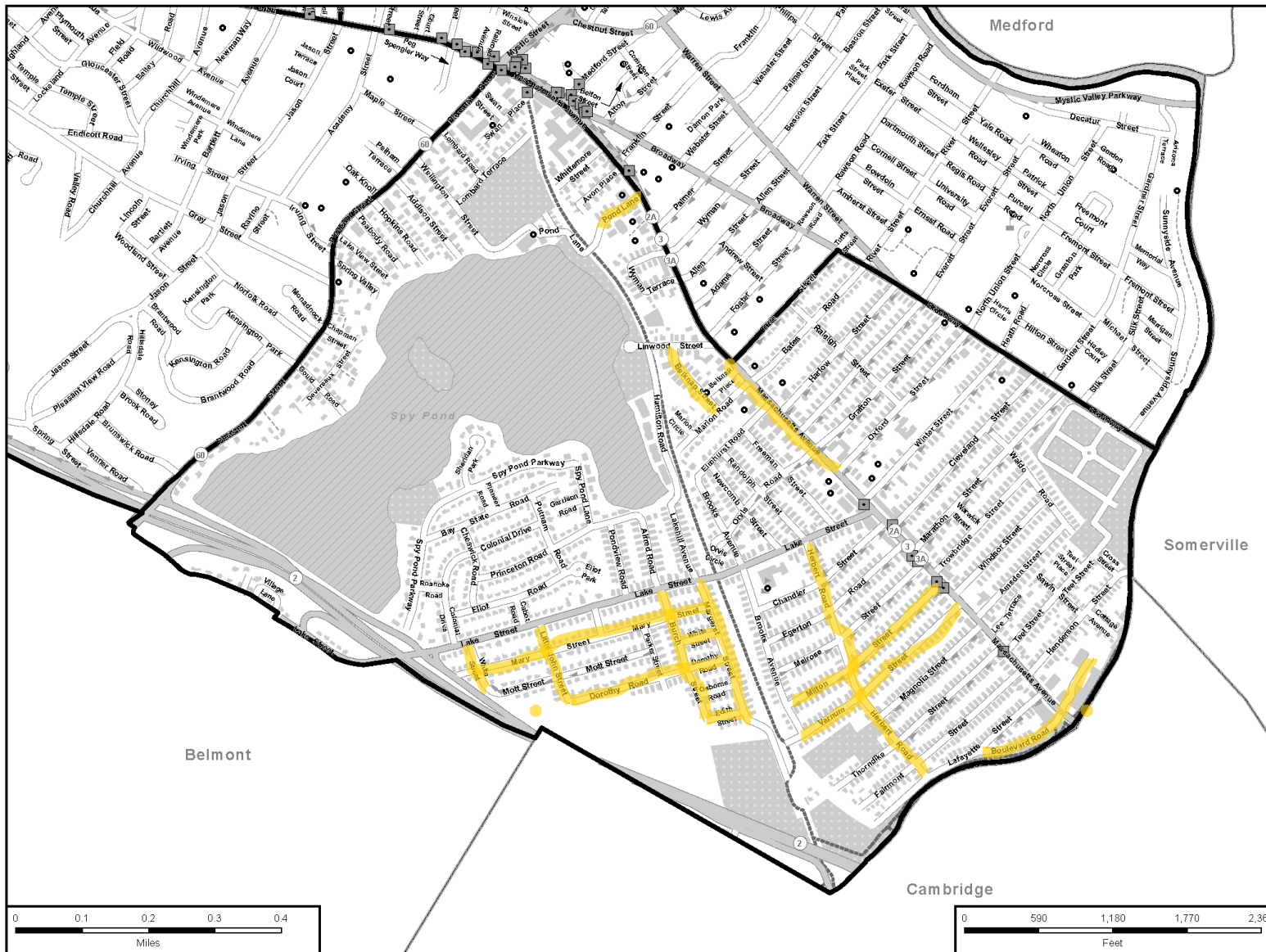
## Secondary:

- Provide residents with ruggedized trash & recycling carts
- Provide cart maintenance services for residents
- Uniform aesthetic at the curb
- Less bags on the ground & barrels without lids reduces rodent and wildlife attraction
- Recyclables placed in carts with lids will reduce the amount of litter on windy days
- Recyclables placed in carts with lids will significantly reduce weight added to waste stream by rainwater

# Curbside Container Audit

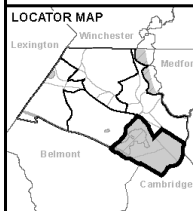
## Parameters

- Conducted Wednesday, Feb. 26, 2025 through Tuesday, March 4, 2025
- This audit looked at addresses from each of the five daily routes
- Single and two-family addresses were included
- Approximately 1,400 households were observed
- Observations were estimated according to the equipment placed out on the curb (barrels, bins, bags, boxes, piles)
- No lids were lifted to confirm the volume of trash or recycling inside containers
- Focus of observations centered on potential impact of providing 35 gallon carts



# Town of Arlington Trash and Recycling Monday

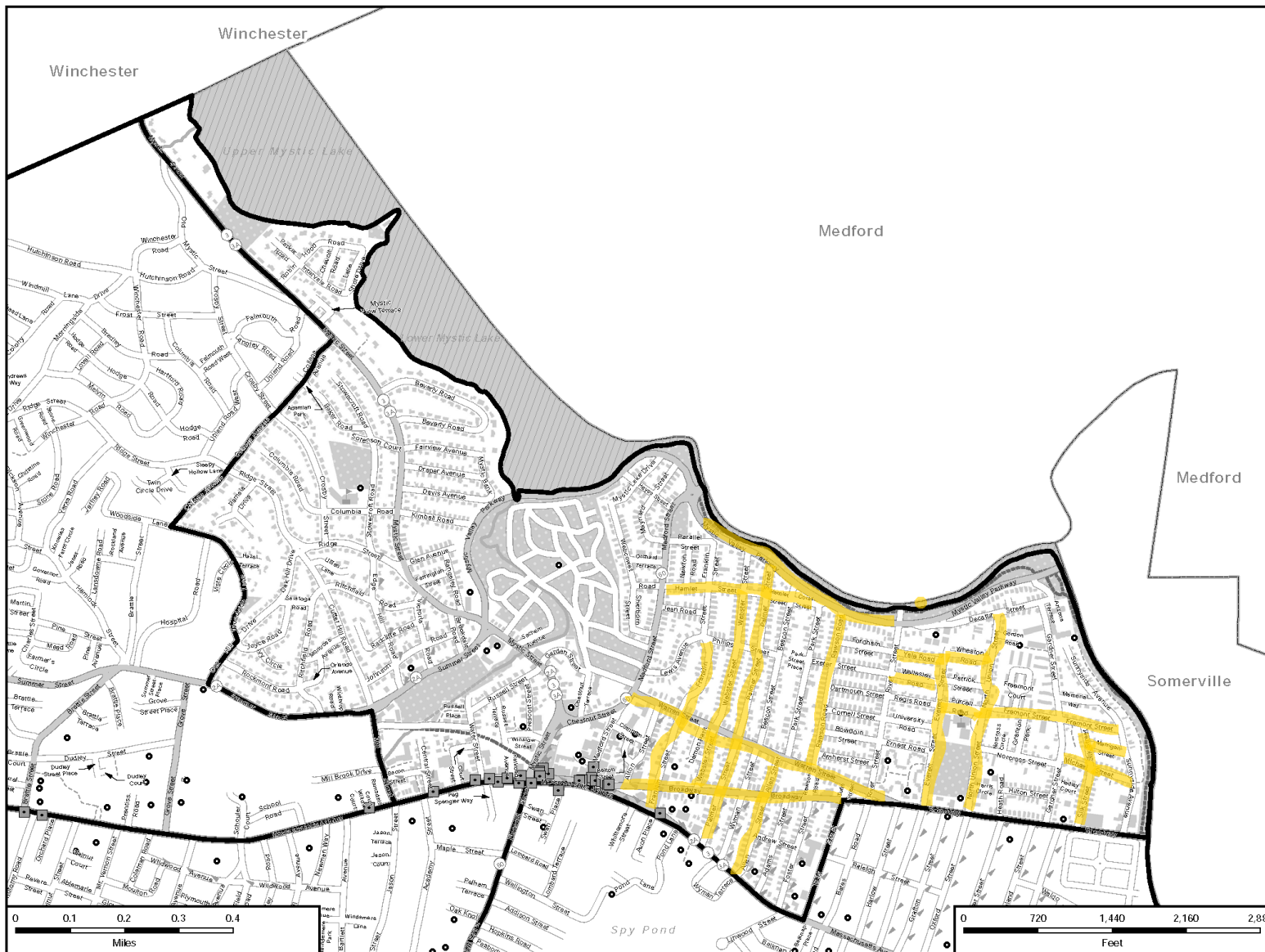
- Route Boundary
- Trash Bin
- Dumpster
- Major Road
- Public / Private Road
- Private Drive
- Building
- One-Way Street
- Trail / Bikeway
- Park / Open Space
- Water Body
- School



For more information about  
Trash and Recycling Routes,  
visit [www.arlingtonma.gov/Recycle](http://www.arlingtonma.gov/Recycle).  
Map created by the  
Arlington GIS Office: 6/19/2012.

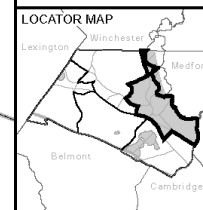


# Monday



# Town of Arlington Trash and Recycling Tuesday

- Route Boundary
- Trash Bin
- Dumpster
- Major Road
- Public / Private Road
- Private Drive
- Building
- One-Way Street
- Trail / Bikeway
- Park / Open Space
- Water Body
- School

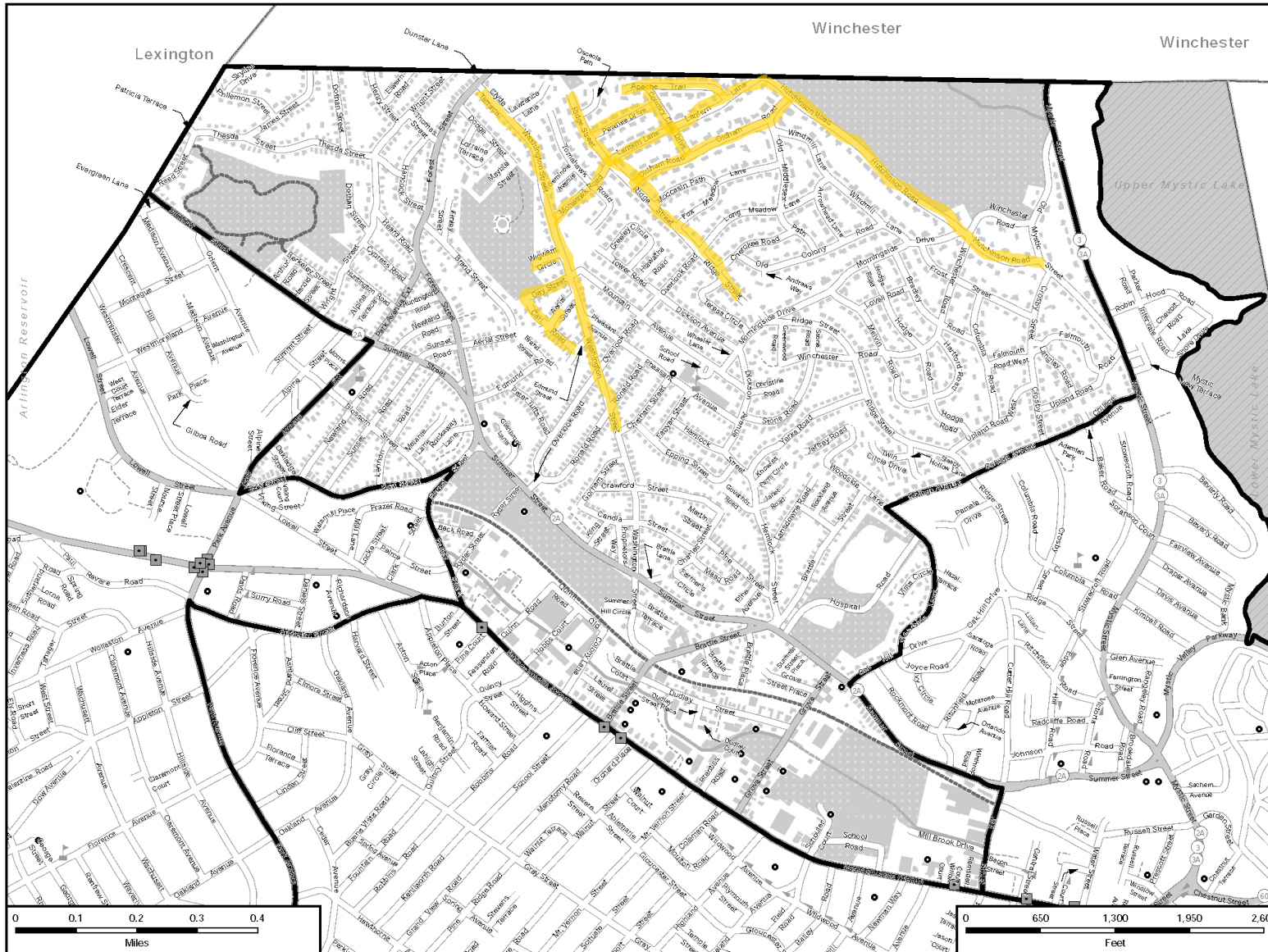


For more information about  
Trash and Recycling Routes,  
visit [www.arlingtonma.gov/Recycle](http://www.arlingtonma.gov/Recycle).  
Map created by the  
Arlington GIS Office: 6/19/2012.



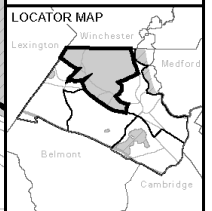
## Tuesday





# Town of Arlington Trash and Recycling Wednesday

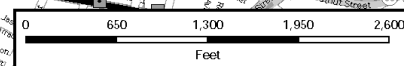
- Route Boundary
- Trash Bin
- Dumpster
- Major Road
- Public / Private Road
- Private Drive
- Building
- One-Way Street
- Trail / Bikeway
- Park / Open Space
- Water Body
- School



For more information about  
Trash and Recycling Routes,  
visit [www.arlingtonma.gov/Recycle](http://www.arlingtonma.gov/Recycle).  
Map created by the  
Arlington GIS Office: 6/19/2012.



Wednesda

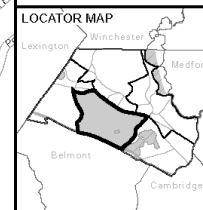






# Town of Arlington Trash and Recycling Thursday

- Route Boundary
- Trash Bin
- Dumpster
- Major Road
- Public / Private Road
- Private Drive
- Building
- One-Way Street
- Trail / Bikeway
- Park / Open Space
- Water Body
- School



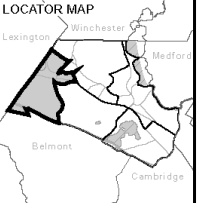
For more information about  
Trash and Recycling Routes,  
visit [www.arlingtonma.gov/Recycle](http://www.arlingtonma.gov/Recycle).  
Map created by the  
Arlington GIS Office: 6/19/2012.



Thursday

# Town of Arlington Trash and Recycling Friday

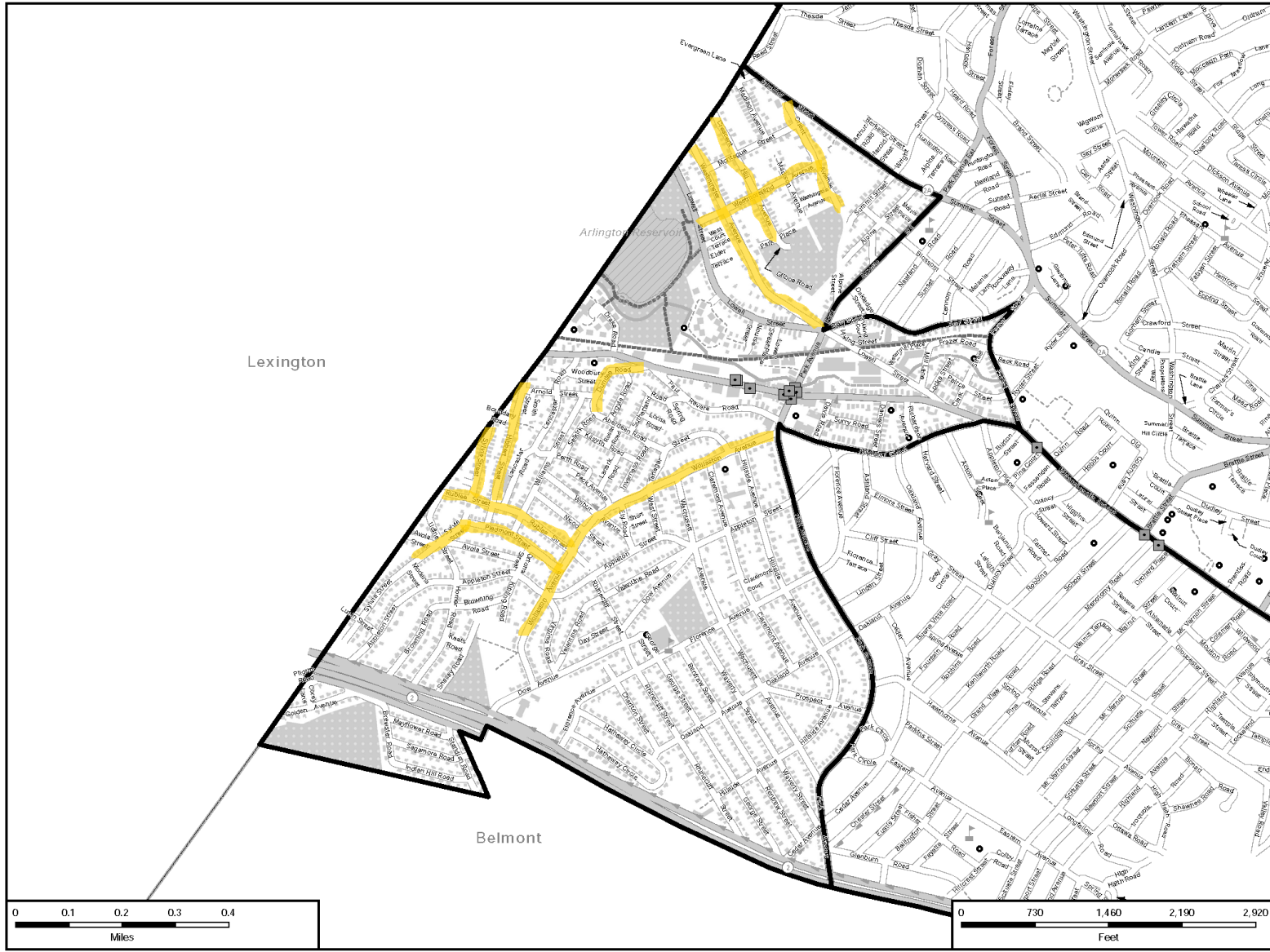
- Route Boundary
- Trash Bin
- Dumpster
- Major Road
- Public / Private Road
- Private Drive
- Building
- One-Way Street
- Trail / Bikeway
- Park / Open Space
- Water Body
- School



For more information about  
Trash and Recycling Routes,  
visit [www.arlingtonma.gov/Recycle](http://www.arlingtonma.gov/Recycle).  
Map created by the  
Arlington GIS Office: 6/19/2012.



Friday

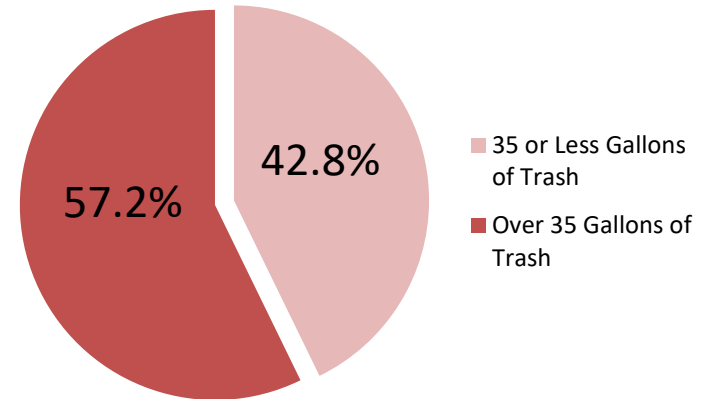


# Curbside Container Audit

## Observations:

**Approx. 1400 households observed**

- 601 households placed out 35 gallons or less of trash
- 804 households placed out more than 35 gallons of trash



# Cart Cost Considerations

## Trash Cart Calculations

	35 Gallon Cart		45 Gallon Cart		65 Gallon Cart	
# of carts	16,000		16,000		16,000	
Cost/EA	\$	35.50	\$	40.50	\$	45.00
Assembly & Distribution/EA	\$	4.80	\$	4.80	\$	4.80
Costs for carts (including assembly and distribution)	\$	644,800.00	\$	724,800.00	\$	796,800.00
MA DEP grant for 35 Gallon Cart Roll Out	\$	(350,000.00)	\$	-	\$	-
Total (with DEP Grant if applicable)	\$	294,800.00	\$	724,800.00	\$	796,800.00

## Recycle Cart Calculations

	35 Gallon Cart		45 Gallon Cart		65 Gallon Cart	
# of carts	16,000		16,000		16,000	
Cost/EA	\$	35.50	\$	40.50	\$	45.00
Assembly & Distribution/EA	\$	4.80	\$	4.80	\$	4.80
Costs for carts (including assembly and distribution)	\$	644,800.00	\$	724,800.00	\$	796,800.00
Recycle Partnership Grant (\$15/cart up to \$240,000)	\$	(240,000.00)	\$	(240,000.00)	\$	(240,000.00)
Total (with grant)	\$	404,800.00	\$	484,800.00	\$	556,800.00

## Sample Cart Combination Costs

					Total
35 Gallon Trash/65 Gallon Recycle	\$	294,800.00	\$	556,800.00	\$ 851,600.00
48 Gallon Trash/65 Gallon Recycle	\$	724,800.00	\$	556,800.00	\$ 1,281,600.00
65 Gallon Trash/65 Gallon Recycle	\$	796,800.00	\$	556,800.00	\$ 1,353,600.00

# Trash Cart Calculations

	35 Gallon Cart	45 Gallon Cart	65 Gallon Cart
# of carts	16,000	16,000	16,000
Cost/EA	\$ 35.50	\$ 40.50	\$ 45.00
Assembly & Distribution/EA	\$ 4.80	\$ 4.80	\$ 4.80
Costs for carts (including assembly and distribution)	\$ 644,800.00	\$ 724,800.00	\$ 796,800.00
MA DEP grant for 35 Gallon Cart Roll Out	\$ (350,000.00)	\$ -	\$ -
Total (with DEP Grant if applicable)	\$ 294,800.00	\$ 724,800.00	\$ 796,800.00



# Community Cart Size Comparisons

All sizes shown in gallons

<u>Community</u>	<u>Trash</u>	<u>Recycle</u>	<u>Notes</u>
Belmont	64	96*	Additional carts for a fee
Medford	64	96*	Additional carts for a fee
North Andover	no carts	64/96*	Additional recycle carts free with hardship
Reading	64	96	Additional carts for a fee (limited to one each)**
Melrose	64	64	Additional carts for a fee**
Watertown	64	96	Additional Recycle cart only for a fee
Natick	bags	64/96*	Trash PAYT/ Additional Recycle carts for a fee

## Smaller Trash Cart Communities

Milton	35	64/96	Pay as you Throw (PAYT) community
Brookline	35/65/95	65/95	Pay as You Throw (PAYT) community
Bedford	45	65	Pay as You Throw (PAYT) community
Cambridge	45	65	
Malden	35	35	Pay as You Throw (PAYT) community

\* Bi-weekly collection

\*\* Reduced or no charge for extra recycle carts

# Additional Diversion Programs

## **Reuse & Recycling Center**

- Collects heavy material such as scrap metal and electronics
- Collects bulky items such as foam and large plastic items
- Collect material banned from the waste stream by state law
  - Mattresses
  - Textiles (clothes, shoes, linens)

## **Food Scrap Diversion Programs**

- Feed FiDO: free drop off
- Curbside subscription programs: 10+% of households paying for this service
- Back yard composting



## Town of Arlington, Massachusetts

---

### Discussion and Approval: Draft Select Board Report to Town Meeting

#### Summary:

Michael Cunningham, Town Counsel

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	DRAFT_-_Select_Board_Report.pdf	Draft Select Board Report to ATM
▢	Reference Material	3.24.25_Draft_V+C_(15_16).pdf	Reference



**Town of Arlington  
Select Board**

**Report to 2025 Annual Town Meeting**

Stephen W. DeCoursey, Chair

Diane M. Mahon, Vice Chair

John V. Hurd

Lenard T. Diggins

Eric D. Helmuth

**Monday, April 28, 2025**

**8:00p.m.**

## **Introduction and Overview**

The Select Board is pleased to present its report to Town Meeting of its main motions under the following articles. These votes are the result of hearings the Board conducted between February 24th and March 24th, during which time the Board heard from proponents and opponents of the various articles.

The objective of Select Board Warrant Article Hearings is to develop the Board's recommendations for each article before it by majority vote, to be set forth with the comments in the Select Board Report in advance of Town Meeting. Where the Board supports taking some action contemplated by an article, regardless of how it appears before the Board, the Select Board, with assistance of Town Counsel, shall develop a motion for Town Meeting to take a specific action. Where the Board opposes an article, it will recommend a vote of "no action" to Town Meeting in its report.

The Board would like to welcome back Stephen W. DeCoursey to serve as Arlington's newly re-elected member of the Board. The Board thanks Town Meeting members for their service and for their willingness to give fair and serious consideration to all the important issues raised by the various articles. The Board wishes Town Meeting well in its deliberations and stands ready to respond to any questions or comments concerning these articles.

Please note that where necessary for clarity, new or additional language in an amended Town Bylaw has been underlined, while removed language is denoted by ~~strike through~~.



**Table of Contents**

<b>Article</b>	<b>Article Title</b>	<b>Page</b>
6	Bylaw Amendment / Town Meeting Procedural Rules	1
7	Bylaw Amendment / Energy Efficiency and Electrification Revolving Fund	2
8	Bylaw Amendment / Canine Control	3
9	Bylaw Amendment / Observance of Town Employee Holidays	22
10	Bylaw Amendment / Poet Laureate of Arlington	23
11	Bylaw Amendment / Arlington Historical Commission Inventory	24
12	Bylaw Amendment / Expanding Town Committee Membership Eligibility to All Residents	29
13	Home Rule Legislation / Arlington Redevelopment Board as The Town of Arlington Board of Survey	30
14	Home Rule Legislation / Real Estate Transfer	32
15	Home Rule Legislation / To Amend the Senior Citizen Property Tax Exemption	35
16	Home Rule Legislation / Package Store Licenses	36
17	Home Rule Legislation / Package Store Licenses	38
18	Home Rule Legislation / Ranked Choice Voting	39
19	Home Rule Legislation / William Pilleri	41
20	Acceptance of Legislation / Clause 22I Of M.G.L. Chapter 59, §5	42
21	Acceptance of Legislation / Chapter 399 of the Acts of 2024	43
22	Endorsement of CDBG Application	43
23	Revolving Funds	44
24	Revolving Fund / 17 Irving Street	48
46	Endorsement of Parking Benefit District Expenditures	49
Appendix	Article 23: Revolving Fund Details	
	Article 36: Parking Benefit District Report	

## **ARTICLE 6                    BYLAW AMENDMENT / TOWN MEETING PROCEDURAL RULES**

To see if the Town will vote to amend Title I Article 1 Section 10(C) of the Town Bylaws to permit voice votes as "yes and no" or "yea and nay" at the discretion of the Moderator; or take any action related thereto.

(Inserted at the request of the Town Meeting Procedures Committee)

### **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 5-0.

**That the Town does and hereby amends Title I, Article 1, Section 10(C) of the Town's Bylaws, or take any action related thereto.**

#### **COMMENT:**

The Board voted unanimously for favorable action on this Article. The Board heard from the Town Moderator on the purpose of the warrant article. The Moderator that the Town Meeting Procedures Committee had recommended this change to streamline the voting process and make it both easier and more accurate for the Moderator to determine votes. The Board and the Moderator discussed that there are procedures in place, such as electronic voting, to supplement voice votes if the latter is difficult to discern. It was noted that the Moderator retains the right to call for a "yes" and "no" vote or a "yea" and "nay" vote. The decision on which to call will be at the Moderator's discretion if this bylaw amendment is adopted.

### **DRAFT BYLAW AMENDMENT:**

**That the Town does and hereby amends title I, Article 1, Section 10(C) of the Town's Bylaws, or take any action related thereto, so that the new provision of Title I reads:**

#### **C.     Votes**

"All Votes, unless otherwise provided by law, shall may be taken in the first instance by a "yes" and "no" or "yea" and "nay" voice vote, or by an electronic tally at the option discretion of the Moderator. If the Moderator is in doubt as to the voice vote, or if five voters immediately question a voice vote, the Moderator shall call for a standing vote or an electronic tally, at the option of the Moderator. In an instance where the difference between the yes and no votes according to an electronic tally is less than 6 votes, then the individual votes shall be displayed.

On all questions submitted for the consideration of the Town Meeting, when requested by thirty or more Town Meeting Members present at the meeting, there shall be a roll call vote, either by voice or by an electronic vote, at the option of the Moderator. If an electronic tally was previously taken on the question, the vote of each Town Meeting Member who voted electronically in the first instance shall be displayed and recorded. All roll call votes, oral or electronic, shall be recorded so as to indicate the individual vote of each Town Meeting Member who shall have voted. Said record of roll call votes, oral or electronic, shall be available as recorded at the Town Clerk's Office.

Whenever a vote of two-thirds of the Town Meeting Members present and voting is required on any matter, the Moderator may declare a motion passed by a voice vote or electronic tally of at least two-thirds in favor. A standing vote or further electronic tally need not be taken unless required by law or these Bylaws. The Town Clerk shall record the Moderator's declaration that the motion passed by a two-thirds vote in favor.

The individual votes shall always be displayed if the margin of success of the prevailing side, calculated by subtracting the smallest number needed to prevail from the actual number of prevailing votes, is less than three.

## **ARTICLE 7                    BYLAW AMENDMENT / ENERGY EFFICIENCY AND ELECTRIFICATION REVOLVING FUND**

To see if the Town will vote to amend Title 1, Article 22 of the Town Bylaws by adding a new section to establish and authorize a revolving fund to utilize monies received through state, federal and utility energy efficiency and electrification rebates, incentives and tax credits to fund future energy efficiency, renewable energy and electrification projects, as provided for under Massachusetts General Laws Chapter 44, section 53E1/2; or take any action related thereto.

(Inserted at the request of Town Manager)

### **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 5-0.

**That the Town does and hereby amends Title 1, Article 22 of the Town Bylaws.**

**COMMENT:** The Board voted unanimously for favorable action on this Article. The Board heard from the Town's Sustainability Manager, Talia Fox, regarding the purpose of this revolving fund to provide more financial support for energy and electrification projects. Mr. Helmuth lauded the proposal to create this revolving fund.

### **DRAFT BYLAW AMENDMENT:**

**That the Town does and hereby amends Title 1, Article 22 of the Town Bylaws by adding a new section to establish and authorize a revolving fund to utilize monies received through state, federal and utility energy efficiency and electrification rebates, incentives and tax credits to fund future energy efficiency, renewable energy and electrification projects, as provided for under Massachusetts General Laws Chapter 44, section 53E1/2; or take any action related thereto, so that the new provision of Title I reads:**

## **ARTICLE 22 DEPARTMENTAL REVOLVING FUNDS**

### **Section 5. Energy and Electrification Revolving Fund**

**There shall be a separate fund called the Energy and Electrification Revolving Fund for the use of the Department of Planning and Community Development. The Comptroller**

shall establish said fund as a separate account and credit to the fund all fees and charges associated with the use of energy in school and municipal buildings. The fees and charges are assessed by the Department of Planning and Community Development under the direction of that Department's Director.

During each fiscal year, the Department of Planning and Community Development with the authorization of the Town Manager, may incur liabilities against and spend monies from said fund for projects to fund future energy efficiency, renewable energy and electrification, as provided for under Massachusetts General Laws Chapter 44, section 53E1/2.

The Department of Planning and Community Development shall review the fund on a regular basis regarding the best uses for the funds and report on current balance(s). The Department of Planning and Community Development shall file an annual report on said fund with the Town Manager.

The Energy and Electrification Revolving Fund shall operate for fiscal years that begin on or after July 1, 2025. At the conclusion of the fiscal year, any remaining funds shall remain in the revolving fund and shall not revert back to the general fund.

#### **ARTICLE 8 BYLAW AMENDMENT / CANINE CONTROL**

To see if the Town will vote to amend Title VIII, Article 2 of the Town Bylaws to make changes as required under Chapter 213 of the Acts of 2024 ("Ollie's Law") and for the Bylaw's clarity and effectiveness; or take any action related thereto.

(Inserted at the request of the Town Clerk)

#### **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 5-0.

**That the Town does and hereby amends Title VIII, Article 2 of the Town Bylaws to make changes as required under Chapter 213 of the Acts of 2024 ("Ollie's Law") and for the Bylaw's clarity and effectiveness; or take any action related thereto.**

**COMMENT:** The Board voted unanimously for favorable action on this Article after a presentation from Deputy Town Counsel regarding the rationale behind the proposed changes. The Board's Chair, Mr. DeCoursey, requested that the revisions be made to the proposed Bylaw changes to reinsert struck language regarding the definition of nuisance and dangerous dogs and the appeals process. The Board and Deputy Town Counsel discussed that the changes were made to bring the Town's Bylaw into compliance with a recent law whose goal is to increase protection for dog safety at kennels. Deputy Town Counsel also explained that the other nonmaterial changes were made to make the Bylaw easier to read, but that these other changes did not alter the substance of the Bylaw.

#### **DRAFT BYLAW AMENDMENT:**

**That the Town does and hereby amends Title VIII, Article 2 of the Town Bylaws to make changes as required under Chapter 213 of the Acts of 2024 ("Ollie's Law")**

**and for the Bylaw's clarity and effectiveness; or take any action related thereto, so that the new provision of Title VIII reads:**

## ARTICLE 2 CANINE CONTROL

### Section 1. Dogs (ART. 13, ATM-4/29/13)

#### A. Nuisance and Dangerous Dogs

##### 1. Definitions.

- a. "Nuisance dog" is a dog that:
  - i. by excessive barking or other disturbance is a source of annoyance to a sick person residing in the vicinity;
  - ii. by excessive barking, causing damage or other interference, behaves in a manner that a reasonable person would find disruptive to quiet and peaceful enjoyment; or
  - iii. has threatened or attacked livestock, a domestic animal, or a person in a manner not grossly disproportionate under all the circumstances.
- b. "Dangerous dog" is a dog that either:
  - i. without justification, attacks a person or domestic animal causing injury or death; or
  - ii. behaves in a manner that a reasonable person would believe poses an unjustified imminent threat or physical injury or death to a person or to a domestic or owned animal.
- c. No dog shall be deemed dangerous:
  - i. solely based upon growling, barking or both;
  - ii. based upon the breed of the dog; or
  - iii. if, at the time of the incident in question, the dog was reacting to another animal or person in a manner not grossly disproportionate to any of the following circumstances:
    - a. the dog was protecting or defending itself, its offspring, another domestic animal, or a person from attack or assault;
    - b. the person attacked or threatened by the dog was committing a crime upon the person or property of the owner or keeper of the dog;
    - c. the person attacked or threatened was engaged in teasing, tormenting, battering, assaulting, injuring, or otherwise provoking the dog; or
    - d. at the time of the attack or threat, the person or animal attacked or threatened and breached an enclosure or structure, including but not limited to a gated and fenced-in area, in which the dog was kept apart from the public, without being authorized to do so by owner of the premises.



A child age 7 shall be rebuttably presumed not to have been committing a crime, provoking the dog, or trespassing at the time of the attack or threat.

2. Complaint. Any person may file a written complaint with the Select Board that a dog kept in the Town is a nuisance dog or a dangerous dog.
3. Disposition: The Select Board shall investigate or cause to be investigated the complaint, including an examination under oath of the complainant at a public hearing. Based on credible evidence and testimony presented at the public hearing, the Select Board or its designee ("Hearing Authority") shall take the following action:
  - a. Nuisance dog. If the dog is complained of as a nuisance dog, the Hearing Authority shall either (a) deem the dog a nuisance dog; or (b) dismiss the complaint
  - b. Dangerous dog. If the dog is complained of as a dangerous dog, the Hearing Authority shall either (a) deem the dog a dangerous dog; (b) deem the dog a nuisance dog; or (c) dismiss the complaint.
  - c. Report to Town Clerk. The Hearing Authority shall report any finding that a dog is a nuisance dog or a dangerous dog to the Town Clerk.
  - d. Order valid throughout Commonwealth. Unless later overturned on appeal, any order of the Hearing Authority shall be valid throughout the Commonwealth.
4. Remedies.
  - a. Nuisance dog. If the Hearing Authority has deemed the dog a nuisance dog, it may order the owner or keeper of the dog to take remedial action to ameliorate the cause of the nuisance behavior.
  - b. Dangerous dog. If the Hearing Authority has deemed the dog a dangerous dog, it may order one or more of the following remedies, provided, however that no dog that has been deemed dangerous shall be ordered removed from the Town:
    - i. that the dog be humanely restrained, but no order shall require a dog deemed dangerous to be chained, or tethered, or otherwise tied to an inanimate object such as a tree, post, or building;
    - ii. that the dog be confined to the premises of the owner or keeper, meaning securely confined indoors or confined outdoors in a securely enclosed pen or dog run area that has a secure roof, has either a floor secured to all sides or is embedded into the ground for at least two feet, and provides the dog with proper shelter from the elements;
    - iii. when removed from the premises of the owner or keeper, the dog be securely and humanely muzzled and restrained with a tethering device with a maximum length of three feet and a minimum tensile strength of three hundred pounds;
    - iv. that the owner or keeper provide (i) proof of insurance of at least \$100,000 insuring the owner or keeper against any claim, loss, damage, or injury to persons, domestic animals, or property resulting

- from the intentional or unintentional acts of the dog; or (ii) proof that reasonable efforts were made to obtain such insurance;
- v. that the owner or keeper provide to the Town Clerk, the Animal Control Officer, or other entity as directed with identifying information for the dog including but not limited to photographs, videos, veterinary records, tattooing, microchip implantations, or a combination of these;
- vi. that the dog be altered so as not to be reproductively intact, unless the owner or keeper provides evidence of a veterinary opinion that the dog is medically unfit for such alteration; or
- vii. that the dog be humanely euthanized.
- c. ~~Restrictions following dangerousness finding.~~
  - i. ~~No dog that has been deemed dangerous shall be ordered removed from the Town.~~
  - ii. ~~No person over the age of 17 who has actual knowledge that a dog has been deemed dangerous under this Bylaw shall permit a child under the age of 17 to own, possess, or have care or custody of that dog.~~
  - iii. ~~No person shall transfer ownership or possession of a dog that been deemed dangerous under this Bylaw or offer such dog for sale or breeding without informing the recipient of the dog of the finding of dangerousness.~~
  - iv. ~~If, subsequent to a determination by a Hearing Authority or reviewing court that a dog is dangerous, such dog wounds a person or worries, wounds, or kills any livestock or fowl, the owner or keeper of the dog shall be liable in tort for treble damages.~~
- 5. Appeal. Within ten days of the issuance of any order under this section, the owner or keeper of the affected dog may bring a petition for judicial review in the district court for the judicial district in which the kennel is located, which shall consider the petition in accordance with Section 157 of Chapter 140 of the General Laws.
- 6. Impoundment Pending Appeal.
  - a. Order of impoundment. Pending an appeal, the Hearing Authority may petition the district court ~~for~~ to request an order to impound the dog at a facility the Town uses to shelter animals for a dog complained of as being a dangerous dog. A municipality shall not incur liability for failure to request impoundment of a dog under this subsection. ~~shelter facility used by the Town. Failure to request such impoundment will not result in liability for the Town, the Hearing Authority, or any of its agents. The district court shall consider this petition in accordance with Section 157 of Chapter 140 of the General Laws.~~
  - b. ~~Costs of impoundment.~~
    - i. If the district court affirms ~~the Hearing Authority's~~ an order of euthanasia, the owner or keeper shall reimburse the Town for all reasonable costs incurred for the housing and care of the dog during the period of impoundment and appeals process, if any. The Town may ~~shall~~ recover unpaid charges ~~costs owed to it under this section~~

by any of the following methods:

- a. a lien on any real property owned by the owner or keeper of the dog;
  - b. an additional, earmarked charge on the vehicle excise of the owner or keeper of the dog; or
  - c. a direct bill sent to the owner or keeper of the dog.
- ii. If the court overturns an order of euthanasia, the Town shall pay all reasonable costs incurred for the housing and care of the dog during any period of impoundment. If the district court reverses the Hearing Authority's order of euthanasia, the Town shall pay all reasonable costs incurred for the housing and care of the dog during the period of impoundment.

#### 7. Penalties.

- a. If an owner or keeper of a dog is found in violation of an order issued under this section, the dog shall be subject to seizure and impoundment by a law enforcement or animal control officer (the "Seizing Authority").
  - b. If the keeper of the dog is in violation, all reasonable effort shall be made by the Seizing Authority to notify the owner of the dog of such seizure. Upon receipt of such notice, the owner may file a petition with the Select Board, within 7 days, for the return of the dog to the owner. The owner or keeper shall be ordered to immediately surrender to the Select Board the license and tags in the person's possession, if any, and the owner or keeper shall be prohibited from licensing a dog within the commonwealth for 5 years.
  - c. If the Select Board determines that a dog is dangerous or a nuisance or that a dog owner or keeper has violated an order issued under this section, it shall report such violations to the issuing licensing authority within 30 days.
- ~~a. Seizure/impoundment. If an owner or a keeper of a dog is found in violation of an order issued under this section, the dog shall be subject to seizure and impoundment by a law enforcement or animal control officer. If it is the keeper in violation, all reasonable efforts shall be made to notify the owner of such seizure and impoundment and the owner may, within seven days, petition the Hearing Authority for return of the dog.~~
- ~~b. Capture/euthanasia. A dog found to be in violation of a Hearing Authority order or district court issued under this section may be captured or detained by a police officer, animal control officer, or constable. In the case of a threat to public safety or of the dog is living in a wild state, the police officer, animal control officer, or constable may euthanize it humanely.~~
- ~~c. Fines/imprisonment. A dog owner or keeper who fails to comply with an order of a Hearing Authority or the district court issued under this section shall be punished~~
- ~~d. by a fine of not more than \$500 or imprisonment in a jail or house of correction for not more than 60 days, or both for a first offense or by a fine of not more than \$1,000 or imprisonment in a jail or house of correction for not more than 90 days, or both for a second or subsequent offense.~~
- ~~e. Future licensure. Any owner or keeper who fails to comply with an order of a Hearing Authority or the district court issued under this section shall be prohibited~~

~~from licensing a dog within the Commonwealth for five years.~~

B. Chaining or Tethering Dogs and Humane Conditions  
(ART. 10, ATM – 04/23/18)

**The following shall be done in accordance with M.G.L. ch. 140, s. 174E:**

1. No person owning or keeping a dog shall chain or tether a dog ~~to a stationary object including, but not limited to, a structure, dog house, pole or tree~~ for longer than 5 hours in a 24-hour period or outside from 10:00 p.m. to 6:00 a.m. unless the tethering is not for more than 15 minutes and the dog is not left unattended by the owner, guardian or keeper.. A tethering so employed shall not allow the dog to leave the owner's, guardian's or keeper's property. The tether shall be designed for dogs and no logging chains or other lines or devices not designed for tethering dogs shall be used.

No chain or tether shall weigh more than 1/8 of the dog's body weight. Nothing in this section shall be construed to prohibit a person from walking a dog on a hand-held leash. No dog under the age of 6 months shall be tethered outside for any length of time.

2. A person owning or keeping a dog may confine such dog outside, subject to the restrictions in this section and as described in M.G.L. ch. 140, s. 174E(b), through the use of any of the following methods:
  - a. inside a pen or secure enclosure, if the following conditions are met:
    - i. the pen or secure enclosure shall have adequate space for exercise with a dimension of at least 100 square feet; provided, however, that commercial dog kennels with pens intended for the temporary boarding of dogs shall be exempt from this requirement;
    - ii. the pen or secure enclosure is constructed with chain link or other similar material as determined by the Building Inspector, with all 4 sides enclosed; and
    - iii. the minimum height of the fence shall be adequate to successfully confine the dog;
  - b. a fully fenced, electronically fenced or otherwise securely enclosed yard, wherein a dog has the ability to run but is unable to leave the enclosed yard; or
  - c. a trolley system or a tether attached to a pulley in a cable run, if the following conditions are met:
    - i. only 1 dog shall be tethered to each cable run;
    - ii. the tether shall be attached to a properly fitting collar or harness worn by the dog, with enough room between the collar and the dog's throat through which 2 adult fingers may fit; provided, however, that a choke collar and a pinch collar shall not be used to tether a dog to a cable run;

- iii. there shall be a swivel on at least 1 end of the tether to minimize tangling of the tether;
  - iv. the tether and cable run must each be at least 10 feet in length. The cable must be mounted at least 4 feet but not more than 7 feet above ground level; and
  - v. the length of the tether from the cable run to the dog's collar or harness shall allow continuous access to clean water and appropriate shelter at all times as described herein; provided, however, that a trolley system or tether shall be of appropriate configuration to confine the dog to the owner's, guardian's or keeper's property, to prevent the trolley system or tether from extending over an object to an edge that could result in injury to or strangulation of the dog and to prevent the trolley system or tether from becoming tangled with other object or animals.
3. A person owning or keeping a dog confined outside in accordance with M.G.L. ch. 140, s. 174E(b) ~~this section~~ shall provide the dog with access to clean water and appropriate dog shelter. The dog shelter shall allow the dog to remain dry and protected from the elements and shall be fully enclosed on at least 3 sides, roofed and have a solid floor.

The entrance to the shelter shall be flexible to allow the dog's entry and exit, and sturdy enough to block entry of weather elements. The shelter shall contain clean bedding and shall be small enough to retain the dog's body heat and large enough to allow the dog to stand, lie down and turn comfortably. The enclosure shall be structurally sound and in good repair. Suitable drainage shall be provided so that water, ice or waste is not standing in or around the shelter.

4. A person shall not leave a dog outside when a weather advisory, warning or watch is issued by a local, state or federal authority or when outside environmental conditions including, but not limited to, extreme heat, cold, wind, rain, snow or hail pose an adverse risk to the health or safety of the dog based on the dog's breed, age or physical condition, unless the tethering is for not more than 15 minutes. ~~No person owning or keeping a dog shall leave a dog chained or tethered outside for longer than 5 hours in a 24-hour period or outside from 10:00 p.m. to 6:00 a.m. unless the tethering is not for more than 15 minutes and the dog is not left unattended by the owner, guardian or keeper.~~
5. An exception to a restriction on outdoor confinement under this section that is reasonably necessary for the safety of a dog shall be made for a dog that is: (i)



- present in a camping or recreational area pursuant to the policy of the camping or recreational area; or (ii) actively engaged in conduct that is directly related to the business of shepherding or herding cattle or other livestock or engaged in conduct that is directly related to the business of cultivating agricultural products. ~~Exceptions to the above restrictions on outdoor confinement shall be made for dogs actively engaged in conduct directly related to the business of shepherding or herding cattle or other livestock or engaged in conduct that is directly related to the business of cultivating agricultural products, if the restraint is reasonably necessary for the safety of the dog.~~
6. No person owning or keeping a dog shall subject the dog to cruel conditions or inhumane chaining or tethering at any time. For the purposes of this subsection, "cruel conditions and inhumane chaining or tethering" shall include, but not be limited to, the following conditions:
    - a. filthy and dirty confinement conditions including, but not limited to, exposure to excessive animal waste, garbage, dirty water, noxious odors, dangerous objects that could injure or kill a dog upon contact or other circumstances that could cause harm to a dog's physical or emotional health;
    - b. taunting, prodding, hitting, harassing, threatening or otherwise harming a tethered or confined dog; and
    - c. subjecting a dog to dangerous conditions, including attacks by other animals.
    - d. ~~leaving a dog outside when a weather advisory, warning or watch is issued by a local, state or federal authority or when outside environmental conditions including, but not limited to, extreme heat cold, wind, rain, snow or hail pose and adverse risk to the health or safety of the dog, unless tether is for not more than 15 minutes; and~~
  7. No person shall confine an animal in a motor vehicle in a manner that could reasonably be expected to threaten the health of the animal due to exposure to extreme heat or cold.
    - a. After making reasonable efforts to locate a motor vehicles owner, an animal control officer, law enforcement officer or fire fighter may enter a motor vehicle by any reasonable means to protect the health and safety of an animal. Such personnel shall leave written notice in a secure and conspicuous location on or in the motor vehicle bearing the officer's or fire fighter's name and title and the address of the location where the animal may be retrieved. The owner may retrieve the animal only after payment of all charges that have accrued for the maintenance, care, medical treatment and impoundment of the animal.
    - b. An animal control officer, law enforcement officer or fire fighter who removes or otherwise retrieves an animal from a motor vehicle under subsection (a), and the Town shall be immune from criminal or civil liability that might otherwise result from removal.
  8. Penalties.
    - a. A person who violates this ~~sections 1 through 6 above shall~~ Section(B)(1)-(6), for a first offense, be issued a written warning or

punished by a fine \$50, for a second offense, be punished by a fine of \$200 and for a third or subsequent offense, be punished by a fine of \$3500, and be subject to impoundment of the dog in a local shelter at the owner's or guardian's expense pending compliance with this section, or loss of ownership of the dog.

- b. A person who violates Section B(7) ~~section "7" above~~ shall be a civil infraction punishable by a fine of not more than \$150 for a first offense, by a fine of not more than \$300 for a second offense and by a fine of not more than \$500 for a third or subsequent offense. ~~shall, for the first offense be punished by a fine of \$150, for a second offense, be punished by a fine of \$300, and for a third and each subsequent offense, by a fine of \$3500, and may be subject to prosecution under G.L. c. 272 section 77.~~
- c. Nothing in this Section(B) shall preclude prosecution under section 77 of chapter 272.

## Section 2. Leashing of Dogs

(ART. 10, ATM – 04/28/03)

(ART. 27, ATM – 05/05/04)

(ART. 36, ATM – 05/12/10)

(ART. 19, ATM – 04/27/11)

(ART. 13, ATM – 04/29/13)

### A. Leash Required

No person owning or keeping a dog in the Town of Arlington shall permit such dog to be at large in the Town of Arlington elsewhere than on the premises of the owner or keeper, except if it be on the premises of another person with the knowledge and permission of such other person.

Such owner or keeper of a dog in the Town of Arlington, which is not on the premises of the owner or upon the premises of another person with the knowledge and permission of such person shall restrain such dog by a chain or leash ~~not exceeding six feet in length~~ in accordance with M.G.L. ch. 140, s. 174E.

~~In any prosecution hereunder, the presence of such dog at large upon premises other than the premises of the owner or keeper of such dog shall be prima facie evidence that such knowledge and permission was not had.~~

~~This provision~~ Section shall not apply, ~~however,~~ in any area designated by the Board of Parks and Recreation Commissioners as a "Dog Park", "Dog Run" or "Dog Exercise Area".

In areas so designated, dogs are not required to be restrained by a leash provided the owner or keeper of such dog is present and attentive to the dog. The Board of Parks and Recreation Commissioners may designate a dog park, dog run, or dog exercise area only if same is enclosed by appropriate fencing to preclude the

escape of any dog into any other area of the park or playground not so designated as a dog park, dog run, or dog exercise area.

## B. Enforcement

Any dog found to be at large in violation of this By-Law shall be caught and confined by the dog officer who shall notify forthwith the licensed owner or keeper of said dog giving the owner or keeper a period of seven days within which to recover the dog.

Return of the dog to the licensed owner or keeper shall be dependent on admission of ownership or the keeping of the dog and the assumption of responsibility by the licensed owner or keeper.

The dog officer shall enter and prosecute a complaint against the owner or keeper of any dog taken into the officers' custody under this section, as provided for in this By-Law.

A dog officer having custody of a dog confined under this By-Law shall be allowed the sum of forty-dollars per day for each day of confinement for the care of such dog, payable by the owner or keeper thereof.

## C. Fines (ART. 40, ATM – 05/08/91) (ART. 17, ATM – 04/26/06) (ART. 19, ATM – 04/27/11)

Violations of Sections 2 of this Article shall be punishable as follows:

First offense	By a fine of \$75.00
Second offence	By a fine of \$100.00
Third offence	By a fine of \$150.00
Fourth and each subsequent offense	By a fine of \$200.00

The Park and Recreation Commission shall provide for a hearing process to consider community input regarding the creation, placement and use of dog parks, dog runs or dog exercise areas. The Commission shall adopt rules and regulations concerning these hearings subject to the approval of the Town Manager.

- D. Notwithstanding the foregoing, from park opening time until 9 am, a maximum of two dogs per handler may be off-leash, under effective owner control, in all lands under control of the Parks and Recreation Commission except:
1. those lands directly contiguous to school properties;
  2. within 15 feet of a playground equipment;
  3. by specific exclusion of the Parks and Recreation Commission.

## Section 3. No Fouling of Sidewalks, Etc.

A. Duty to Dispose. It shall be the duty of each person who owns, possesses or controls a dog to remove and dispose of any feces left by their dog on any sidewalk, street or other public area in the Town. It shall further be the duty of each person who owns, possesses or controls a dog to remove and dispose of any feces left by their dog on any private property neither owned nor occupied by said person.

B. Duty to Possess Means of Removal. No person who owns, possesses or controls such dog shall appear with such dog on any sidewalk, street, park or other public area without the means of removal of any feces left by such dog.

Furthermore, no person who owns, possesses or controls such dog shall appear with such dog on any private property neither owned nor occupied by said person without the means of removal of any feces left by said dog.

C. Method of Removal and Disposal. For the purposes of this regulation, the means of removal shall be any tool, implement, or other device carried for the purpose of picking up and containing such feces, unexposed to said person or the public.

Disposal shall be accomplished by transporting such feces to a place suitable and regularly reserved for the disposal of canine feces, or as otherwise designated as appropriate by the Board of Health.

D. Fines (ART. 40, ATM – 05/08/91)

Violation of Section 3 of this Article shall be punishable as follows:

First offense	By a fine of \$75.00
Second offence	By a fine of \$100.00
Third offence each subsequent offense	By a fine of \$150.00

E. Exemption This regulation shall not apply to a dog accompanying any handicapped person who, by reason of their handicap, is physically unable to comply with the requirements of this By-Law, or to any individual who utilizes a guide dog.

F. Severability The provisions of this section are severable; and if any of the provisions of this section shall be held unconstitutional or otherwise invalid by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

#### Section 4. Licensing

(ART. 25, ATM – 04/27/88)

(ART. 23, ATM – 05/04/09)

(ART. 13, ATM – 04/29/13)

(ART. 8, ATM – 04/26/21)

A. Licensing Requirement.

1. License required. The owner or keeper of any dog over the age of six months kept in the Town of Arlington shall obtain a license for the dog from the Town Clerk.
2. Annual renewal. Licenses issued under this section shall be renewed on an annual basis in accordance with procedures to be determined by the Town Clerk. Licenses are issued for the calendar year and must be renewed every year on or before January 1<sup>st</sup>, although there is a grace period established in sub-section F before fines are assessed.
3. Transfer. Within 30 days of moving into the Town, the owner or keeper of a dog must apply to the Town Clerk for a license.

B. Conditions.

1. Rabies vaccination. The Town Clerk shall not grant a license unless (i) the license applicant provides a veterinarian's certification or notarized letter that the dog has been vaccinated against rabies; or (ii) the dog is exempted from the vaccination requirement by the Town of Arlington Board of Health or the Town Clerk in accordance with Section 145B of Chapter 140 of the General Laws.
2. Control. Any license granted under this section is granted on the condition that the licensed dog shall be controlled and restrained from killing, chasing, or harassing livestock or fowl.
3. Previous conviction of animal cruelty. Town Clerk shall not grant a license under this section or Section 5, below, to an applicant who has been convicted of one or more of the offenses set forth in Section 137D of Chapter 140 of the General Laws within the preceding five years.

C. License Forms.

1. Symptoms of rabies. Every license issued to the owner of a dog shall have a description of the symptoms of rabies printed thereon, as supplied by the state Department of Public Health.
2. Description of dog. The owner of a dog to be licensed under this section may add to the license application form up to ten descriptive words indicating the dog's color, breed, weight, or any special markings.

D. Tags.

1. Issuance. Along with the license, the Town Clerk shall issue a durable tag inscribed with the license number, designation of the Town of Arlington, and the year of issue.
2. Affixed to dog. The owner or keeper of the licensed dog shall keep a collar or harness of leather or other suitable material affixed around the dog's neck or body to which the tag shall be securely attached.
3. Lost tags. If the tag is lost or destroyed, the owner or keeper shall immediately secure a substitute tag from the Town Clerk for a fee to be determined by the Town Clerk.



E. Exemptions. The requirements of this section shall not apply to a dog housed in a research institution.

1. ~~to a person to whom the applicable kennel license has been issued under this Bylaw and remains in force; or (2) to a dog housed in a research institution.~~

F. Fees. (ART. 10, ATM – 04/23/18)

1. Annual license fees. The annual license fees are as follows:

- a. female: \$20.00
- b. spayed female: \$15.00
- c. male \$20.00
- d. neutered male: \$15.00

To be charged the lower fee for licensing a spayed or neutered dog, the license applicant must provide proof of spay or neuter in the form of either: (a) a certificate from the veterinarian who spayed or neutered the dog; (b) a veterinary bill for performing the procedure; or (c) a statement signed under the penalties of perjury by a veterinarian registered and practicing in the Commonwealth describing the dog and stating that the veterinarian has examined the dog and that the dog appears to be spayed or neutered and therefore incapable of propagation.

2. Failure to comply; penalties.

- a. Penalty for failure to comply with licensing requirements.

Failure to comply with this section shall be punishable by a fine of \$25 said fine to be assessed by the Town Clerk as part of the fees paid to license a dog.

Under state law, the Animal Control Officer or other police officer may issue a citation for \$50 to any dog owner without a current license for the animal.

Grace period. Failure to satisfy licensing requirements before the first Thursday following 45 business days of the 1<sup>st</sup> of January each year arises will constitute a failure to comply with licensing requirements.

- b. Additional late fees.

Missed year. An additional \$25 fine shall be applied by the Town Clerk where owners fail to register a dog for an entire calendar year, due upon registration the following calendar year, and the license fee for missed year must be paid in full. These late fees shall be in addition to any other applicable penalty provided for in this Bylaw.

Multiple penalties. If the owners fail to register a dog for an entire calendar year and apply for a registration outside of the grace period, the fine will consist of the \$25 late fee and the \$25 skipped year fee,

due upon registration in the current year.

3. Waiver of fees.

a. Service animal.

No fee shall be charged for the licensure of a service animal as defined by the Americans with Disabilities Act or regulations promulgated thereunder. ~~Late fees apply.~~

~~b. Owner aged 70 and over.~~

~~If the Town so votes in accordance with Section 139(c) of Chapter 140 of the General Laws, no fee shall be charged for the licensure of a dog owned by a person aged 70 years and older. Late fees apply.~~

4. No refund of fees. No license fee paid under this section shall be refunded, in whole or in part, due to mistake or due to the subsequent death, loss, spay or neuter, removal from the Town or the Commonwealth, or other disposal of the licensed dog.

Section 5. Kennels (ART. 13. 04/29/13)

A. Definitions.

1. "Commercial breeder kennel", an establishment, other than a personal kennel, engaged in the business of breeding animals for sale or exchange to wholesalers, brokers or pet shops in return for consideration.
2. "Domestic charitable corporation kennel", a facility operated, owned or maintained by a domestic charitable corporation registered with the department or an animal welfare society or other nonprofit organization incorporated for the purpose of providing for and promoting the welfare, protection and humane treatment of animals, including a veterinary hospital or clinic operated by a licensed veterinarian, which operates consistent with such purposes while providing veterinary treatment and care.
3. "Kennel", a pack or collection of dogs on a single premise, including a commercial boarding or training kennel, commercial breeder kennel, domestic charitable corporation kennel, personal kennel or veterinary kennel.
4. "Licensee", a person who owns and maintains a kennel that has received a kennel license from the relevant licensing authority.
5. "Personal kennel", a pack or collection of more than 4 dogs, 3 months old or older, owned or kept under single ownership, for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the breed or for use in legal sporting activity or for other personal reasons; provided further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided further, that a personal kennel shall not sell, trade, barter or distribute a dog not bred from its

personally-owned dog; and provided further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the department, may be sold, traded, bartered or distributed if the transfer is not for profit.

6. "Veterinary kennel", a veterinary hospital or clinic that boards dogs for reasons in addition to medical treatment or care; provided, however, that "veterinary kennel" shall not include a hospital or clinic used solely to house dogs that have undergone veterinary treatment or observation or will do so only for the period of time necessary to accomplish that veterinary care.

A. Personal Kennel (Kennel A)

1. ~~License optional (Kennel A-1). An owner or keeper of four or fewer dogs, three months or older, may elect to secure a Personal Kennel License from the Town Clerk rather than licensing each dog under Section 4, above.~~
2. ~~A Personal Kennel (Kennel A) is a pack or collection of five or more dogs, three months or older, owned or kept under single ownership for private personal purposes. License mandatory (Kennel A-2). An owner or keeper of five or more dogs, three months or older, must secure a Personal Kennel License from the Town Clerk or other type of kennel license as may be applicable under this section.~~
3. ~~Definition. A Personal Kennel is a pack or collection of five or more dogs (or fewer dogs, as in the case of a License Optional Personal Kennel (Kennel A-1) as defined above at Section 5.A.1), three months or older, owned or kept under single ownership for private personal purposes.~~
4. ~~Breeding. Breeding of dogs owned or kept under a Personal Kennel License may be done only for the purpose of improving, exhibiting, or showing the breed; for legal sporting activity; or for other personal reasons.~~
5. ~~Sales allowed. Dogs bred at a Personal Kennel may be sold, traded, bartered, or otherwise distributed only by private sale to other breeders or individuals and not to wholesalers, brokers, or pet shops.~~
6. ~~Sales prohibited, restricted. No holder of a Personal Kennel License may sell, trade, barter, or otherwise distribute any dog not bred from a personally owned dog, except dogs temporarily housed at a Personal Kennel in conjunction with an animal shelter or rescue program registered with the state Department of Agricultural Resources if the sale, trade, barter, or other distribution is not for profit.~~

B. Other Types of Kennels.

1. ~~Commercial Boarding or Training Kennel (Kennel B) is an establishment used for boarding, holding, day care, overnight stays, or training of animals that are not the property of the owner of the establishment where such services are rendered for a fee or other consideration and generally rendered in the absence of the owner of the animal. A "Commercial Boarding or Training Kennel" shall not include an animal shelter or animal control facility, a pet shop licensed by the state Director of Animal Health, a grooming facility operated solely for the purpose of grooming animals and~~

~~not for overnight boarding, or an individual who temporarily and not in the normal course of business boards or otherwise cares for animals owned by others.~~

- ~~2. Commercial Breeder Kennel (Kennel C) is an establishment, other than a Personal Kennel, engaged in the business of breeding animals for sale or exchange to wholesalers, brokers, or pet shops for a fee or other consideration.~~
- ~~3. Domestic Charitable Corporation Kennel (Kennel D) is a facility operated, owned, or maintained by a domestic charitable corporation registered with the state Department of Agricultural Resources or an animal welfare society or other nonprofit organization incorporated for the purpose of providing for and promoting the welfare, protection, and humane treatment of animals, including a veterinary hospital or clinic operated by or under the supervision of a licensed veterinarian that operates consistent with such purposes while providing veterinary treatment and care.~~
- ~~4. Veterinary Kennel (Kennel E) is a veterinary hospital or clinic that boards dogs for reasons in addition to medical treatment and care; a "Veterinary Kennel" shall not include a hospital or clinic used solely to house dogs that have undergone veterinary treatment or observation or will do so only for the period of time necessary to accomplish that veterinary case.~~
- ~~5. Not every type of kennel is permitted under bylaw or zoning bylaw.~~

#### B. C. License Requirements

- a. A person maintaining a kennel shall obtain a kennel license. The Town Clerk shall issue, suspend, renew and revoke kennel licenses as specified in this chapter and any other law. In the case of an applicant for initial licensure or license renewal, the Town Clerk shall deny a kennel license until a kennel has passed inspection by an animal control officer.
- b. (1) The issuing city or town shall determine the period of time for which a kennel license shall be valid, including the date of issuance of the license through the date on which the license expires, inclusive, and shall further determine the fee for the issuance and renewal of a license; provided, however, that in determining the amount of the license fee for a kennel, a dog under the age of 3 months shall not be counted in the number of dogs kept in a kennel. The name and address of the owner of each dog kept in a kennel, if other than the person maintaining the kennel, shall be kept at the kennel and available for inspection by an animal control officer, natural resource officer, deputy natural resource officer, fish and game warden or police officer. A kennel that owns or keeps a dog over the age of 6 months shall comply with section 145B.
- b. (2) A commercial boarding or training kennel shall maintain records of individual dog licenses, as required in section 137, for all dogs in its care.
- c. The licensing authority shall issue a kennel license without charge to a domestic charitable corporation incorporated exclusively for the purpose of protecting animals from cruelty, neglect or abuse or for the relief of suffering.

- ~~1. License required. A person or entity maintaining any type of kennel listed in this section (except a License Optional Personal Kennel (Kennel A-1) as defined above at Section 5.A.1) shall obtain the appropriate kennel license from the Town Clerk and in accordance with procedures that the Town Clerk shall determine.~~
- ~~2. Renewal. Licenses issued under this section shall be renewed periodically in accordance with a schedule and procedures to be determined by the Town Clerk.~~
- ~~3. License fees, calculation, and exemption. The fees for licenses issued under this section will be established by the Town Clerk. For purposes of calculating kennel license fees, only dogs over the age of six months shall be counted in the total number of dogs kept in a kennel. No kennel license fee shall be charged to a domestic charitable corporation incorporated exclusively for the purpose of protecting animals from cruelty, neglect, abuse, or suffering.~~
- ~~4. Licensing inspection. No kennel license shall be issued or renewed until a kennel has passed inspection by the Town Animal Control Officer or designee.~~
- ~~5. Failure to comply, penalty. Failure to comply with the licensing requirements of this section shall be punishable by a fine of \$50.~~

C. ~~D.~~ Kennel Operation.

1. Standards. Kennels must be operated and maintained in a sanitary and humane manner.
2. Records.
  - a. The name and address of the owner of each dog kept in a kennel, other than dogs belonging to the person maintaining the kennel, shall be kept at the kennel and available for inspection at any time. The kennel license will specify the terms and conditions and may require that the kennel owner or operator is able to produce documentation upon request for each dog showing they are currently licensed in their home community.
  - b. The Town Clerk, as the licensing authority, shall specify on the license the type of kennel and the maximum number of animals that may be maintained by the licensee. Such number shall be determined by the Town Clerk and the animal control officer following the required inspection. For commercial boarding or training kennels, the number of animals shall be determined following the required inspection and in accordance with regulations promulgated pursuant to section 174G to ensure the property can support the number of animals while ensuring their health and safety
3. Annual Reporting. Annually, not later than June 1, the Town Clerk shall send to the Department of Agricultural Resources a list of all kennels and their addresses licensed by the Town.
4. Penalties. A person who violates this section shall be assessed a fine by the Town Clerk of \$500 for a first offense and a fine of not more than \$1,000 for a second or subsequent offense. The Town Clerk may notify the Animal Control Officer in writing of the violation, and the Animal Control Officer may issue a citation to the owner or operator of the kennel.



3. ~~Kennel tags. A holder of a kennel license shall cause each dog kept in its kennel to wear, while in the kennel, a collar or harness of suitable material to which a tag shall be securely attached. This tag shall be inscribed with the number of the kennel license, name of the Town of Arlington, and year of issue. Such tags shall be issued by the Town Clerk in such number as the number of dogs kept in the kennel.~~

a. Inspections.

~~The Select Board, the Town Manager the Chief of Police, or the Animal Control Officer, or their designee or the agent of any of these ("Inspecting Authority") shall inspect or cause the inspection of every kennel licensed within the Town at least once per year. If a licensee or a person applying for a license to maintain a kennel refuses to allow an inspector to enter and inspect a kennel, the refusal shall be grounds for denial, suspension or revocation of the license. may inspect any kennel at any time for compliance with the above requirements. The refusal to allow an inspection is grounds for denial, suspension, or revocation of the license.~~

b. Citizen Complaints. Twenty-five citizens of the Town may file a petition with the Select Board stating that they are aggrieved or annoyed to an extent that constitutes a nuisance by a dog maintained in the Town due to excessive barking or other conditions connected with a kennel. The Select Board or Town Manager shall, not more than 7 days after the filing of such petition, give notice to all interested parties of a public hearing. The hearing shall be held not more than 14 days after the date of the notice. The Select Board or Town Manager, not more than 7 days after the public hearing, investigate or cause to be investigated the subject matter of the petition and shall, by order:

- i. suspend the license;
- ii. revoke the license;
- iii. further regulate the kennel; or
- iv. dismiss the petition.

4. ~~License suspension, revocation. If the Inspecting Authority determines that the kennel is not being maintained in a sanitary or humane manner or if records are not properly kept, the Inspecting Authority may revoke or suspend the kennel license.~~

~~E. Citizen Complaints.~~

- ~~1. Filing. Twenty five citizens of the Town may file a petition with the Select Board stating that they are aggrieved or annoyed to an unreasonable extent due to excessive barking or other conditions associated with a kennel.~~
- ~~2. Hearing. Within seven days of the filing of such petition, the Select Board shall give notice to all interested parties of a public hearing concerning the~~

- ~~petition to be held within fourteen days after the date of the notice.~~
- ~~3. Investigation. At the hearing, the Select Board may cause an investigation of the kennel that is the subject of the petition or take such other action as it deems prudent.~~
  - ~~4. Disposition. Following the public hearing and any investigation or other proceedings, the Select Board may suspend or revoke the kennel license, may take other such action to regulate the kennel that it deems prudent, or may dismiss the petition. The Select Board shall cause written notice of any order issued under this section to be mailed immediately to the holder of the kennel license and the Town Clerk.~~
  - ~~5. Appeal. Within ten days of the issuance of any order under this paragraph, the holder of the affected license may bring a petition for judicial review in the district court for the judicial district in which the kennel is located, which shall consider the petition in accordance with Section 137C of Chapter 140 of the General Laws.~~
  - ~~6. Penalties. A person maintaining a kennel after revocation or during suspension of a license under this section shall be punished by a fine of \$250 for a first offense, \$500 for a second offense, and \$1000 for a third or subsequent offense."~~

c. Notice.

A written notice under this Section(a) of an order revoking or suspending the license, further regulating the kennel or dismissing the petition shall be mailed immediately to the licensee and to the officer that issued the license. Not more than 10 days after the written notice of the order, the licensee may file a petition in the district court in the judicial district in which the kennel is maintained seeking review of the order. After notice to all parties as the court may consider necessary, the court shall review the action, hear the witnesses and affirm the order unless the court determines that it was made without proper cause or in bad faith, in which case the order shall be reversed. The decision of the court shall be final and conclusive upon the parties.

d. Penalties.

A person maintaining a kennel after the license to maintain a kennel has been revoked or suspended shall be assessed a fine by the licensing authority of not more than \$250 for a first offense, by a fine of not less than \$500 for a second offense and by a fine of not more than \$1,500 for a third or subsequent offense.

Section 6. Non-Criminal Disposition  
(ART. 40, ATM – 05/08/91)

Enforcement of Title VIII, Article 2, Sections 2 and 3, of the bylaws may, in the first instance, be pursued through the provisions of Section 21D of Chapter 40 of the General Laws, which provides for a non-criminal disposition.

The enforcing persons shall be any police officer of the Town, any employee of the Board of Health, or any Animal Control Officer of the Town.

## **ARTICLE 9                   BYLAW AMENDMENT / OBSERVANCE OF TOWN EMPLOYEE HOLIDAYS**

To see if the Town will vote to amend Title I, Article 6, Section 16 of the Town's Bylaws to define and clarify the observance of employee holidays, including, but not limited to, when holidays fall upon a weekend day; or take any action related thereto.

(Inserted at the request of the Director of Human Resources)

### **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 5-0.

**That the Town does hereby amends Title I, Article 6, Section 16 of the Town'[s Bylaws.**

**COMMENT:** The Board voted for favorable action on this Article after it voted at its public meeting on March 10, 2025, to table a final vote until March 17, 2025, to permit the Board to review the proposed changes. The Board's Chair, Mr. DeCoursey, noted that there would not be public comment on this Article because the public previously has the opportunity to comment when the Board first heard this proposed change on March 10, 2025. Mrs. Mahon and Mr. Helmuth discussed the proposed changes, and Mr. Helmuth thanked the Town Manager, Mr. Feeney and the Town's Human Resources Director, Caryn Malloy, for the additional information they provided regarding the proposed change. Mr. Feeney explained that the proposed change did not seek to codify the Town's hours of operation in an effort to maintain flexibility for the Town's services to the public. Mr. Helmuth moved favorable action, to which Mrs. Mahon seconded.

### **DRAFT BYLAW AMENDMENT:**

**That the Town does hereby amends Title I, Article 6, Section 16 of the Town'[s Bylaws, or take any action related thereto, so that the new provision of Title I reads:**

Section 16.   Holidays

(ART. 44, ATM – 06/16/97) (ART.17, ATM – 05/30/07)

(ART. 12, ATM – 04/26/21)

In order to qualify for holiday credit, a regular employee shall have worked on the last regularly scheduled work day prior to, and the next regularly scheduled work day following such holiday, unless it is an absence for which compensation is payable as provided under this by-law.

The following days in each year shall be considered as holiday credits:

New Years Day

Labor Day

Martin Luther King Day

Indigenous Peoples Day

(known as the state and federal

Washington's Birthday  
Patriot's Day  
Memorial Day  
Juneteenth Independence Day  
Independence Day

holiday "Columbus Day")  
Veterans' Day  
Thanksgiving Day  
Christmas  
Christmas Day if same falls on a  
Monday through Friday

Whenever a holiday falls on Saturday, ~~another working day off with pay shall be arranged at the discretion of the department head.~~ The holiday shall be observed on the preceding Friday. Good Friday shall be considered as half day holiday credit. The day following Thanksgiving shall be treated as a holiday unless an employee is scheduled to work same by the department head in which event the employee will be granted another day off at the discretion of the department head.

#### **ARTICLE 10 BYLAW AMENDMENT / POET LAUREATE OF ARLINGTON**

To see if the Town will vote to amend Title II, Article 11 of the Town Bylaws to: (1) change its selection criteria so that it is not required that a person be a resident of Arlington to be considered for appointment as Poet Laureate and if appointed, need not remain an Arlington resident during their term as Poet Laureate; and (2) formally establish that screening committee also provides the necessary support to the selected Poet Laureate at the beginning and throughout their term; or take any action related thereto.

(Inserted at the request of Poet Laureate Screening Committee)

#### **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 5-0.

**That the Town does and hereby amends Title II, Article 11 of the Town Bylaws.**

**COMMENT:** The Board unanimously voted for favorable action on this Article. The Board heard from the proponent of the Bylaw amendment regarding the purpose of the change, which included challenges presented by the current residency requirement for Poet Laureates. The Chair and Mr. Diggins discussed the reasoning behind that change, and the impact of removing language, specifically requiring the Poet Laureate Screening Committee to provide guidance to the Town's Poet Laureate.

#### **DRAFT BYLAW AMENDMENT:**

**That the Town does and hereby amends Title II, Article 11 of the Town Bylaws to: (1) change its selection criteria so that it is not required that a person be a resident of Arlington to be considered for appointment as Poet Laureate and if appointed, need not remain an Arlington resident during their term as Poet Laureate; and (2) formally establish that screening committee also provides the necessary support to the selected Poet Laureate at the beginning and throughout their term; or take any action related thereto, so that the new provision of Title II reads:**

#### **ARTICLE 11 POET LAUREATE OF ARLINGTON**

## Section 1. Establishment of an Honorary Poet Laureate of Arlington

There is hereby established for the purposes of advancing the literary arts, enriching the community, and recognizing the literary achievements of Town residents, the honorary position of Poet Laureate of Arlington.

## Section 2. Selection, Term and Criteria

Appointment of a Poet Laureate shall be for a term of one year, annually renewable for a total of three years based on the recommendation of a screening committee of five persons consisting of:

- a) A designee of the Library Board of Trustees (by majority vote);
- b) A designee of the Arlington School Committee (by majority vote);
- c) A designee of the Arlington Commission on Arts and Culture (by majority vote)
- d) A former Poet Laureate starting with the most recent or a Town Meeting Member (appointed by the Town Moderator) if no former Poet Laureate is available;
- e) A designee of the Town Manager (with advice and consent of the Select Board).

The screening committee's recommendation for Poet Laureate shall be confirmed by the Select Board.

~~This honorary position shall be voluntary. Only Arlington residents shall be considered for appointment, and any person appointed as Poet Laureate of Arlington must at all times remain an Arlington resident during their term as Poet Laureate. In the event that a Poet Laureate is no longer a resident of Arlington during their term, the honorary position shall be construed to have been constructively vacated.~~

## Section 3. Duties of the Poet Laureate

The duties of the Poet Laureate shall be to present original works of poetry, conduct readings and participate in public events and Town, public school and library programs as appropriate and practicable.

## **ARTICLE 11      BYLAW    AMENDMENT    /    ARLINGTON    HISTORICAL COMMISSION INVENTORY**

To see if the Town will vote to amend Title VI, Article 6 of the Town Bylaws to create a process for homeowners to remove their home from the Town's Historic Structures Inventory; or take any action related thereto.

(Inserted at the request of Lois Kaznicki and ten registered voters)

## **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 4-0.

**That the Town does and hereby amends Title VI, Article 6 of the Town's Bylaws.**

**COMMENT:** The Board, the Article's proponents and the Arlington Historical Commission engaged in a robust and lengthy discussion about the purpose and impact of the proposed changes. First, the Board heard from the proponents who explained the challenges for homeowners whose properties may be in the Commission's historical inventory in error. The proponents also explained that the goal of the proposed changes is to more accurately reflect the Town's historical assets and create a process to remove any buildings that have been altered beyond any historic status. The Board then heard from several members of the Commission: Michael Gervais, the Commission's co-chair; Pamela Meister; and Eric Stange. The members of the Commission explained the history of the inventory and acknowledged it is likely over inclusive based on the properties listed. The Commission members explained the challenges associated with conducting their business as a result of their budget and vacancies on the Commission. Several Board members emphasized the need for a process to assist homeowners with removing their properties from the inventory and acknowledged that the Commission's current process could be improved with a more robust appeals process added to the Bylaw. The Board discussed the need to balance promoting the work of the Commission with the needs of homeowners. Ultimately, the Board voted for favorable action on this Article pending revisions that would require the Commission to hear an appeal to remove a building from the historical inventory within a certain time (subject to the applicant's consent) and issue a decision within a certain time. Mr. Helmuth, who moved for favorable action (which was seconded by Mr. Diggins), requested that the revisions be discussed with the Article's interested parties.

**DRAFT BYLAW AMENDMENT:**

**That the Town does and hereby amends Title VI, Article 6 of the Town's bylaws, or take any action related thereto, so that the revised Title VI, Article 6 reads:**

TITLE VI  
HISTORICALLY OR ARCHITECTURALLY  
SIGNIFICANT BUILDINGS

**Section 1. Intent and Purpose**

This Bylaw is adopted for the purpose of preserving and protecting, through advance notice of their proposed demolition, significant buildings within the Town which constitute or reflect distinctive features of the architectural, cultural, political, economic or social history of the Town, to encourage owners of preferably-preserved significant buildings to seek out persons who might be willing to purchase and to preserve, rehabilitate, or restore such buildings rather than demolish them, and by furthering these purposes to promote the public welfare, to preserve the resources of the Town, and to make the Town a more attractive and desirable place in which to live. To achieve these purposes, the Arlington Historical Commission is empowered to advise the Arlington Building Inspector with respect to the issuance of permits for demolition, and the issuance of demolition permits for significant buildings is regulated as provided in this Bylaw. This Bylaw also provides a remedial process through which "Significant Buildings" listed on the "Inventory" created



and maintained by the Arlington Historical Commission, and provided to the Building Inspector, may be removed from said "Inventory."

## Section 2. Definitions

(ART. 35, ATM – 05/01/89) (ART. 31, ATM – 04/25/90)

The following terms, when used whether or not capitalized in this Bylaw, shall have the meanings set forth below, unless the context otherwise requires.

- A. "Building" Any combination of materials forming a shelter for persons, animals or property
- B. "Significant Building" any building:
  - 1. which is listed on, or is within an area listed on, the National Register of Historic Places, or which is the subject of a pending application for listing on said National Register, or
  - 2. which is or has been listed on an Inventory provided to the Building Inspector by the Commission
- C. "Preferably-Preserved Significant Building" – any significant building which the Commission determines is in the public interest to be preserved or rehabilitated rather than to be demolished
- D. "Commission" - the Arlington Historical Commission
- E. "Commission Staff" - the chairperson of the Commission, or any person to whom the chairperson has delegated authority to act as Commission staff under this Bylaw
- F. "Inventory" - a list of buildings on file at the Massachusetts Historical Commission that have been designated by the Commission to be significant buildings after a finding by the Commission that a building either
  - 1. is importantly associated with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the Town or Commonwealth, or
  - 2. is historically or architecturally significant (in terms of period, style, method of building construction, or association with a famous architect or builder) either by itself or in the context of a group of buildings
- G. "Building Inspector" - the person occupying the office of Building Inspector or otherwise authorized to issue demolition permits
- H. "Application" - an application for a permit for the demolition of a building which shall include a photograph of the building taken within the past year
- I. "Permit" - a permit issued by the Building Inspector for demolition of a building pursuant to an application therefor
- J. "Demolition" - the act of pulling down, destroying, removing, or razing a building, or commencing the work of total or substantial destruction with the intent of completing the same. A structure is considered to be demolished if it is destroyed due to the owner's failure to maintain a watertight and secure structure. A structure shall also be considered to be demolished if more than twenty-five percent (25%) of the front or side elevations are removed or covered. Each elevation shall be calculated separately
- K. "Business Day" - a day which is not a legal municipal holiday, Saturday or Sunday
- L. "Homeowner" – the owner of record of a Building, as found on the Town's local tax

list

Section 3. Procedure

(ART. 24, ATM – 05/01/89) (ART. 31, ATM – 04/25/90)

- A. The Building Inspector, on the day of receipt of an application for demolition of a listed significant building or within the next five successive business days, shall cause a copy of each such application for a demolition permit to be forwarded to (or shall satisfy themselves that a duplicate of such application has been submitted to) the Commission. No demolition permit shall be issued at that time. Within five business days of the receipt by the Building Inspector of said application they shall personally inspect the site of the proposed demolition to verify the accuracy of the information contained in the application with particular attention to the correctness of the address listed
- B. The Commission shall fix a reasonable time, within 30 days of receiving a copy of such application, for a hearing on any application and shall give public notice thereof by publishing notice of time, place, and purpose of the hearing in a local newspaper at least fourteen days before said hearing and also, within seven days of said hearing, mail a copy of said notice to the applicant, to the owners of all property deemed by the Commission to be affected thereby as they appear on the most recent local tax list, to the Arlington Historic Districts Commission and to such other persons as the Commission shall deem entitled to notice.
- C. If, after such hearing, the Commission determines that the demolition of the significant building would not be detrimental to the historical or architectural heritage or resources of the Town, the Commission shall so notify the Building Inspector within ten (10) days of such determination. Upon receipt of such notification, or after the expiration of fifteen (15) days from the date of the conduct of the hearing if such person has not received notification from the Commission, the Building Inspector may, subject to the requirements of the State Building Code and any other applicable laws, bylaws, rules and regulations, issue the demolition permit.
- D. If the Commission determines that the demolition of the significant building would be detrimental to the historical or architectural heritage or resources of the Town, such building shall be considered a preferably-preserved significant building.
- E. Upon a determination by the Commission that the significant building which is the subject of the application for a demolition permit is a preferably-preserved significant building, the Commission shall so advise the applicant and the Building Inspector, and no demolition permit may be issued until at least twelve months after the date of the application for demolition.
- F. Notwithstanding the preceding sentence, the Building Inspector may issue a demolition permit for a preferably-preserved significant building at any time after receipt of written advice from the Commission to the effect that either
  1. the Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building, or
  2. the Commission is satisfied that for at least twelve months the owner has made continuing bona fide and reasonable efforts to locate a purchaser to

preserve, rehabilitate and restore the subject building, and that such efforts have been unsuccessful.

- G. No permit for erection of a new structure on the site of an existing significant building may be issued prior to issuance of a permit for demolition of such existing building.
- H. No permit for erection of a new building, paving of drives or for parking shall be issued for two (2) years if a structure is demolished in violation of this bylaw.

#### Section 4. Inventory Removal Procedure

The removal of listed properties from the Inventory that have been previously determined to include Significant Building shall be done in accordance with the following procedures:

- A. A Homeowner may submit an appeal to the Commission to request the removal of the Homeowner's Building from the Inventory and a determination that the Building is not a Significant Building for purposes of Section 2(B)(2).
- B. Any appeal to remove a building, structure or property from the Inventory shall be considered by the Commission at a public hearing.
- C. The Commission shall provide public notice of any such hearing in accordance with the provisions set forth in Section 3(B) of this Bylaw.
- D. The Commission shall hold a public hearing (the "Public Hearing") on an appeal to remove a Building from the Inventory within forty-five (45) days and the public hearing on the appeal shall be concluded within ninety (90) days of the appeal filing date (the "Public Hearing Deadlines") unless the applicant consents to extend the Public Hearing Deadlines. Any appeal submitted to the Commission under this Section shall be constructively approved in the Commission fails to abide by the Public Hearing Deadlines and if no extension by the applicant is granted.
- E. The Commission shall consider the following factors at a Public Hearing in which it reviews an appeal to remove a Building from the Inventory:
  - 1. Whether the Building was added to the Inventory in error;
  - 2. Whether the Building is a Significant Building or is the subject of a pending application of the same listed on, or is within an area listed on, the National Register of Historic Places or is the subject of a pending application for listing on said National Register;
  - 3. The extent, if any, of the documented historical significance of the Building;
  - 4. Whether there are any factual circumstances that have changed since the Building's inclusion on the Inventory that impact the Building's status as a Significant Building.
- F. The Commission shall issue a notice of decision detailing the reasons for its decision within fifteen (15) business days of the conclusion of Public Hearing. If the Commission determines that a Building is not properly on the Inventory, the date of the Commission's notice of decision shall be the date the Building is removed from the Inventory. The Commission shall issue the notice of decision by mailing it to the Homeowner and providing a copy to the Town's Director of Inspectional Services.

#### Section-4. 5. Emergency Demolition

Nothing in this article shall be construed to derogate in any way from the authority of the Inspector of Buildings derived from Chapter 143 of the General Laws. However, before acting pursuant to this chapter the Inspector of Buildings shall make every reasonable effort to inform the Chairperson of the Historical Commission of the Inspector's intentions to cause demolition before the Inspector initiates same

Section-5-6. Historic Districts Act

Nothing in this bylaw shall be deemed to conflict with the provisions of the Historic Districts Act, General Laws, Chapter 40C, with respect to requirements as to notice, a hearing and issuance by the Arlington Historic District Commissions of a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship prior to demolition of any building in an historic district, provided, however, that any temporary building erected or maintained in an historic district pursuant to a certificate issued by the Arlington Historic District Commissions may be demolished in a manner not inconsistent with the terms of said certificate.

Section-6-7. Severability

If any section, paragraph or part of this Bylaw is for any reason declared invalid or unconstitutional by any court, every other section, paragraph and part shall continue in full force and effect.

**ARTICLE 12 BYLAW AMENDMENT / EXPANDING TOWN COMMITTEE MEMBERSHIP ELIGIBILITY TO ALL RESIDENTS**

To see if the Town will vote to amend Title I, Article I, Section 9(B) (4) of the Town Bylaws to revise the eligibility requirements for town committees and commissions in the bylaws to include all town residents, regardless of voter status or age; or take any action related thereto.

(Inserted at the request of Joshua Solomon and ten registered voters)

**VOTE AND COMMENT TO TOWN MEETING:**

---

**VOTE:** Favorable Action 5-0.

**That the Town does and hereby amends Title L Article 1, Section 9(B)(4) of the Town's Bylaws**

**COMMENT:** The Board heard from the proponent that the purpose of the proposed change is to promote inclusivity with Town Boards, Commissions and Committees. A discussion ensued regarding the potential legal implications of the change, which were broad enough to encompass minors as eligible for membership. The Board and Town Counsel discussed how the spirit of the proposed change could be preserved while mitigating risk against the Town. The Board voted for favorable action on the proposed change pending the Legal Department's prospective edits to the proposed bylaw change to expressly require that the age of majority is a threshold requirement for membership on Town Boards, Commissions and Committees. Mr. Diggins noted that the proposed change to the bylaw does not preclude person under the age of eighteen from serving on Town boards, committees and commissions if such membership is permitted by the

language of the governing bylaw and is not otherwise prohibited by state law.

**DRAFT BYLAW AMENDMENT:**

---

**That the Town does and hereby amends Title L Article 1, Section 9(B)(4) of the Town's Bylaws, or take any action related thereto, so that the revised Title L Article 1, Section 9(B)(4) reads:**

Section 9. Appointment of Committees (ART. 14, ATM – 05/09/94)

- A. Scope This section shall apply to all committees (as hereinafter defined) established by the Town Meeting, or under the bylaws, except to the extent that the vote establishing the same shall specify otherwise, or if the General Laws or Special Acts require a different method. It shall not be applicable to committees established prior to the effective date hereof, except to the extent that the Town Meeting may vote to make any one or more provisions hereof applicable to the same.
- B. Definitions
  - 1. Appointing Authority - the person or entity having the power to appoint persons to committees. Unless otherwise specified, the Moderator shall be the appointing authority.
  - 2. Committee - any committee, commission, board, task force or other such group however denominated.
  - 3. Entity - a board, corporation, voluntary association, committee, commission, or other group. Unless the bylaws or a vote of such entity specify otherwise, an entity shall act by its chair, president, or other chief executive officer.
  - 4. Members of a Committee - ~~registered voters~~ residents of the Town, but in any event who are legal age of majority in accordance with state law, unless the vote otherwise specifies.
  - 5. Nominating Authority - the person or entity having the power to nominate or designate one or more members of a committee. If no nominating authority is specified, the appointing authority shall also be the nominating authority.
  - 6. Town Official – (ART. 10, ATM – 04/26/99) whenever a vote by the Town Meeting or a Bylaw shall provide for the appointment or nomination of an elected or appointed official of the Town, except a Town Meeting member, such designation shall be considered to mean and shall include the designee of such official, unless the vote or bylaw specifically provides otherwise.

**ARTICLE 13                      HOME RULE LEGISLATION / ARLINGTON REDEVELOPMENT BOARD AS THE TOWN OF ARLINGTON BOARD OF SURVEY**

To see if the Town will vote to authorize and request the Select Board to file Home Rule Legislation to update the Town Manager Act to reflect the Arlington Redevelopment Board as the Board of Survey as established pursuant to Chapter 42 of the Acts of 2009; or take any action related thereto.

(Inserted at the request of the Arlington Redevelopment Board)

## **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 4-0.

Mr. Helmuth recused himself.

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation.**

**COMMENT:** The Board heard from Sarah Suarez, the Town's Assistant Director of Planning for the Department of Planning and Community Development, regarding the rationale behind the proposed legislation. Assistant Director Suarez explained that a prior statute from 2009 named the Arlington Redevelopment Board as the Board of Survey, but Arlington's Town Manager Act, another statute, had not been updated to reflect the 2009 statutory change. As a result, Assistant Director Suarez explained that the purpose of this proposed legislation is to bring the Town Manager Act in line with existing law. The Board discussed the timing of the change and ultimately voted in support of favorable action on the legislation.

## **DRAFT HOME RULE LEGISLATION:**

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation to provide substantively as follows:**

"AN ACT AMENDING THE TOWN MANAGER ACT OF THE TOWN OF ARLINGTON.

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same, as follow:

Section 1. Chapter 503 of the acts of 1952, as most recently amended by chapter 10 of the acts of 2022 is hereby further amended as set forth below.

Section 2. Section 10 of said chapter 503, as so appearing, is hereby amended by striking out each of the two references to "Select Board" and replacing each with "Redevelopment Board".

Section 3. Section 17 of said chapter 503, as so appearing, is hereby amended by striking out the words "except that the Redevelopment Board shall not have any of the powers or perform any of the duties of or in conflict with the powers or duties of a board of survey all of which powers and duties shall continue to be exercised and performed by the Select Board constituted as a board of survey unless and until such town by vote of a town meeting shall vote to terminate the existence of the board of survey or to accept the provisions of the subdivision control law contained in Sections eighty-one K to eighty-one GG, inclusive, of said chapter forty-one and any amendments thereof or additions thereto, and the subdivision control law shall not be or be deemed to be in effect in such town unless and until such town by vote of a town meeting shall vote to accept the provisions thereof" Section 17 is further amended by replacing the comma after "Section eighty-one A" with a period.



Section 4. Section 26 of said chapter 503, as so appearing, is hereby amended by striking out the words "or Board of Survey" and further amended by striking out the word "surveyors" and replacing it with the word "regulators".

Section 5. This act will take effect upon its passage. "

#### **ARTICLE 14 HOME RULE LEGISLATION / REAL ESTATE TRANSFER**

To see if the Town will vote to authorize and request the Select Board to file Home Rule Legislation or other Special Legislation which would permit the Town to impose a real estate transfer fee or tax for the purposes of acquiring, creating, preserving, rehabilitating, restoring and supporting affordable housing in the Town; said fee or tax to be levied on the buyer, seller, or both on the purchase price of qualifying real estate, the proceeds of which are to be deposited in an Arlington Affordable Housing Trust Fund established pursuant to Section 55C of Chapter 44 of the General Laws; to set forth the rate, the qualifications for applicable transfers, and exemptions of and to such a tax or fee; and to authorize the procedures and requirements necessary for the collection of such fee; or take any action related thereto.

(Inserted at the request of the Director of Planning and Community Development)

#### **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 4-0.

Mr. Helmuth recused himself.

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation**

**COMMENT:** The Board heard from Sarah Suarez, the Town's Assistant Director of Planning for the Department of Planning and Community Development, regarding the rationale behind the proposed legislation. Assistant Director Suarez explained that this legislation was originally filed in 2023 pursuant to the Town's Annual Town Meeting passage of Article 25. She explained that the goal of the legislation is to secure a consistent and independent source of for the Town's Affordable Housing Trust in order to support affordable housing throughout the Town. The Board discussed the importance of the Town's leadership with the initial legislation in 2023 and voted for favorable action on this warrant article.

#### **DRAFT HOME RULE LEGISLATION:**

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation to provide substantively as follows:**

**"AN ACT ESTABLISHING A REAL ESTATE TRANSFER FEE UPON THE TRANSFER OF PROPERTY IN THE TOWN OF ARLINGTON.**

Be it enacted by the Senate and House of Representatives in the General Court

assembled, and by the authority of the same, as follow:

Section 1. There is hereby imposed a real estate transfer fee, hereinafter "the fee," upon the transfer of any real property interest or the transfer of a controlling interest in a trust, limited liability company or other entity that directly or indirectly holds an interest in any real property situated in the town of Arlington according to the price thresholds, fee rates and other terms to be established pursuant to Sections 2 and 3 by town meeting following a recommendation by the select board of the town of Arlington.

Section 2. The fee established pursuant to Section 1 shall apply to any transfer exceeding a threshold price between 50 per cent to 150 per cent of the state median sale price of a single-family home. The threshold price shall be set by town meeting following a recommendation by the select board.

Section 3. The fee established pursuant to Section 1 shall be between 0.05 per cent and 2 per cent of the transfer price, to be assessed upon the buyer or transferee, the seller or transferor or both parties to be determined by a vote of town meeting following a recommendation by the select board of the town of Arlington. The town of Arlington may define by by-law what constitutes a controlling interest and the calculation of the fee.

Section 4. The following transfers of real property interests shall be exempt from the fee established in Section 1:

- a. transfers for less than 50 per cent to 150 per cent of the state median sale price of a single-family home as determined by the department of housing and community development;
- b. transfers made as gifts with consideration less than \$100 if the seller shall have been at the time of the transfer the spouse, domestic partner, lineal descendant or the lineal ancestor of the purchaser, by blood, marriage or adoption;
- c. transfers to the federal government, the commonwealth and any of their instrumentalities, agencies or subdivisions, including the town of Arlington and the Arlington housing authority;
- d. transfers of residential property that include 1 or more units subject to affordable housing restrictions, as defined in Section 31 of chapter 184 of the General Laws; provided, however, that the fee imposed shall be proportionately reduced based on the percentage of residential units subject to affordable housing restrictions, as compared to the total number of residential units;
- e. transfers made without additional consideration to confirm, correct, modify or supplement a transfer previously made;
- f. transfers by operation of law without actual consideration, including, but not limited to, transfers occurring by virtue of death or bankruptcy of the owner of real property interest;
- g. transfers made in partition of land and improvements thereto, pursuant to chapter 241 of the General Laws;
- h. transfers to a charitable organization, as defined in clause Third of Section 5 of chapter 59 of the General Laws, or a religious organization; provided, however, that the real property interests so transferred shall be held solely for affordable

housing related uses that are consistent with the uses allowed by the Arlington affordable housing trust fund established pursuant to Section 55C of chapter 44 of the General Laws;

- i. transfers for a mortgagee in foreclosure of the mortgage held by the mortgagee, and transfers of the property subject to a mortgage to the mortgagee in consideration of the forbearance of the mortgagee from closing such mortgage; and
- j. transfers consisting of the division of marital assets pursuant to Section 34 of chapter 208 of the General Laws or other provisions of law.

Section 5. The Town of Arlington shall not, by by-law or otherwise, eliminate or reduce any exemption set forth in Section 4.

Section 6. The fee shall be paid to the Town of Arlington and deposited into the Arlington Affordable Housing Trust Fund pursuant to said Section 55C of said chapter 44, and appropriations therefrom shall be limited to financing affordable housing and reasonable amounts for personnel and other costs. The town of Arlington shall have such remedies to collect the fee as provided by law with respect to the collection of real property taxes, including collection and imposing liens for any outstanding transfer fee.

Section 7. The Town of Arlington may, by by-law, adopt additional requirements, exemptions, waivers and regulations to implement or enforce the fee, consistent with this act.

Section 8. The Town of Arlington shall require a copy of the deed or other instrument evidencing such transfer and shall be accompanied by:

- a. an affidavit signed under oath or under the pains and penalties of perjury by the purchaser and seller attesting to the purchase price;
- b. the applicable fee owed or, if applicable, an affidavit of intent to seek one of the permissible exemptions, as described in Section 4 for that property by the purchaser; and
- c. the basis, if any, upon which the transfer is claimed to be exempt in whole or in part from the fee.

Section 9. Upon receipt of the transfer fee or satisfactory evidence of exemption, the town of Arlington or its designee shall promptly thereafter issue a certificate indicating that the fee has been paid or that the transfer is exempt from the fee. The Middlesex South registry of deeds shall not record or register a deed unless the deed is accompanied by such certificate.

Section 10. The Town of Arlington shall prepare and issue an annual report that:

- a. identifies fee receipts;
- b. quantifies affordable housing programs funded, including type and purpose; and
- c. evaluates the impact of the affordable housing programs, including, but not limited to, to the extent reasonably possible and permitted by applicable law, the number

and demographics of individuals and families served as well as measures of housing stability and wealth generation in the community.

Section 11. Acceptance of this act by the Town of Arlington shall be first by vote of approval at an annual town meeting, to be followed by an affirmative vote of a majority of the voters at any regular or special election at which the question of acceptance is placed on the ballot.

Section 12. Sections 1 to 10, inclusive, shall take effect 30 days after acceptance by the town of Arlington pursuant to Section 11.

Section 13. This act will take effect upon its passage."

#### **ARTICLE 15            HOME RULE LEGISLATION / TO AMEND THE SENIOR CITIZEN PROPERTY TAX EXEMPTION**

To see if the Town will vote to authorize and request the Select Board to request the Legislation or Senate and House of Representatives in General Court or other Special Legislation to amend Chapter 285 of the Acts of 2020 "An Act Authorizing the Town of Arlington To Establish A Means Tested Senior Citizen Property Tax Exemption" by inserting the following language at the end of Section 3"; or funded by an appropriation or transfer from existing funds while not exceeding 1 per cent of the municipality's tax levy."; or take any action related thereto.

(Inserted at the request of the Board of Assessors)

#### **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 4-0.

Mr. Helmuth recused himself.

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation**

**COMMENT:** The Board voted in favor of this Article after a presentation from the Town's Director of Assessments, Dana Mann. Director Mann explained that the purpose of the Article is to improve the administration of tax exemptions for the benefit of the Town's senior population. This Town first attempted to administer this benefit as a local, means-tested circuit breaker concept through Home Rule Legislation in 2019, modeled after a similar program in other municipalities. However, the difficulties administering the program led to a Legislative effort to codify the benefits by statute to achieve the same goals but with greater certainty and flexibility in the amount of relief offered qualifying residents. Ultimately, the Town's 2019 Home Rule Legislation was codified as Chapter 285 of the Acts of 2020, for which, as Director Mann explained, an amendment is now sought to improve the administration and benefit to qualifying seniors in Town.

The Board discussed that the proposed amendment is consistent with other exemptions. Vice Chair Mahon moved for favorable action, to which Mr. Hurd seconded. The Board noted the importance of providing tax relief to qualifying seniors and lauded the Town's efforts to ensure the exemptions are administered consistently.

**DRAFT HOME RULE LEGISLATION:**

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation to provide substantively as follows:**

**“AN ACT AMENDING THE TOWN OF ARLINGTON’S MEANS TESTED SENIOR CITIZEN PROPERTY TAX EXEMPTION.**

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same, as follow:

Section 1. Chapter 285 of the acts of 2020 is hereby amended as set forth below.

Section 2. Section 3 of said chapter 285, as so appearing, is hereby amended by inserting “and/or funded by an appropriation or transfer from existing funds while not exceeding 1 per cent of the municipality’s tax levy.” at the of that Section.

Section 3. This act will take effect upon its passage.”

**ARTICLE 16 HOME RULE LEGISLATION / PACKAGE STORE LICENSES**

To see if the Town will vote to authorize and request the Select Board to file Home Rule Legislation which would permit the placing on the 2026 Annual Town Election ballot a question to authorize the Select Board to increase the current number of all-alcohol “package store” licenses (all-alcohol beverages for consumption off the premises) from the current number of 6; or take any action related thereto

(Inserted at the request of the Town Manager)

**VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 4-0.

Mr. Helmuth recused himself.

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation**

**COMMENT:** The Board voted in favor of this Article after a presentation by the Town Manager, James Feeney. The Town Manager explained that this Article was inserted at his request for the benefit of the Board to consider whether to advance this Article to Town Meeting to increase the number of all-alcohol “package store” licenses from six to eight. The Town Manager noted that the Board had issued all of its current package store licenses, prompting the need to determine whether an increase is appropriate for the needs of the Town through Home Rule Legislation. In addition, the Town Manager noted the existence of a pending application to the Town for an all-alcohol package store license; however, the Board would be required to deny that application because there are no more licenses for which the applicant could be granted. Finally, the Town Manager explained that the lack of available all-alcohol package store licenses could have a chilling effect on the Town’s economic development and commercial expansion, while having an ancillary effect of creating a secondary market for the commoditization of on-premises

liquor licenses in the absence of all-alcohol package store licenses.

The Board also heard from Katie Luczai, the Town's Economic Development Coordinator and Town Counsel. Town Counsel noted that the last time the Town increased these licenses, it did so by an increment of one license (from five to six), which was presented to the Town as a ballot question in 2019.

The Board discussed the Article and the economic benefits that the license increase could provide to the Town. Ms. Luczai indicated to the Board that she has not identified any tangible adverse consequences that could flow from increasing the licenses. The Board discussed whether demand for these licenses would outpace alcohol consumption and noted that market conditions could be a factor for future increases to the number of licenses the Town may grant.

Next, the Board heard public comment on the Article, including one member who suggested the Board vote no action on the Article pending AmpUp's Master Plan Update. The Board ultimately voted favorably on this Article upon a motion by Mr. Hurd, which was seconded by Mr. Diggins. Mr. Hurd noted the economic benefits of increasing the number of available licenses and believes that an increase of two licenses is appropriate at this time. Mr. Hurd also emphasized that increasing the number of licenses is subject to a democratic process, which he viewed favorably relative to concerns about additional licenses. Mr. Diggins stated that he thought the timing of the Article was appropriate. Mrs. Mahon and the Chair expressed their support for the Article.

#### **DRAFT HOME RULE LEGISLATION:**

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation to provide substantively as follows:**

"AN ACT AUTHORIZING THE SELECT BOARD OF THE TOWN OF ARLINGTON TO PLACE UPON A TOWN BALLOT A QUESTION TO INCREASE THE NUMBER OF LICENSES FOR ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES."

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same, as follow:

Section 1. Notwithstanding sections 11, 15 and 17 of chapter 138 of the General Laws, the Select Board of the town of Arlington may cause to be placed upon the ballot at a town election held in the year 2026 the following question:

"Shall the Select Board of the town be authorized to issue 2 additional licenses for the sale of all alcoholic beverages not to be drunk on the premises?  
Yes \_\_\_\_\_ No \_\_\_\_\_"

Section 2. If a majority of voters voting at the 2026 town election at which the above



question appears on the ballot vote 'yes' on the question, then the Select Board of the town of Arlington may issue 2 additional licenses for the sale of all alcoholic beverages not to be drunk on the premises, in addition to the 6 licenses that are currently authorized in the town of Arlington for the sale of all alcoholic beverages not to be drunk on the premises. The licenses shall be subject to all of chapter 138 of the General Laws, except as provided in this act.

Section 3. This act will take effect upon its passage."

#### **ARTICLE 17            HOME RULE LEGISLATION / RODENTICIDE**

To see if the Town will vote to authorize the Select Board to re-file Home Rule Legislation to regulate and/or ban the use of Second Generation Anticoagulant Rodenticides by pesticide applicators within the Town of Arlington; or take any action related thereto.

(Inserted at the request of Elaine Crowder and ten registered voters)

#### **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 4-0.

Mr. Helmuth recused himself.

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation**

**COMMENT:** The Board heard from the article's proponent, who explained the purpose of the proposed legislation and it having previously been filed with the Legislature in 2022 in accordance with Town Meeting's passage of Article 18. The proponent explained that the current proposed legislation is substantially the same and noted the Town's leadership along with other communities who are trying to promote state action to protect the wildlife impacted and put in danger by the types of rodenticides described in the proposed legislation. Town Counsel explained that in order for this proposed legislation to go back to the Legislature that Town Meeting will again need to approve it for refiling by the Town's legislative delegation. Town Counsel further explained that the prior Town Meeting action on the previously approved legislation is on hold with the Municipal Law Unit at the Office of the Attorney General because related special legislation is currently before the General Court. The Board then voted for favorable action in support of this warrant article.

#### **DRAFT HOME RULE LEGISLATION:**

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation to provide substantively as follows:**

"AN ACT AUTHORIZING THE TOWN OF ARLINGTON TO PROHIBIT USE OF SECOND GENERATION ANTI-COAGULANT RODENTICIDES BY COMMERCIAL PESTICIDE APPLICATORS.

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same, as follow:

Section 1. Notwithstanding chapter 132B of the General Laws or any other general or special law to the contrary, the town of Arlington may regulate through local bylaw or board of health regulation or ordinance the use of second generation anti-coagulant rodenticides within the town of Arlington, including prohibiting the use of such pesticides by licensed commercial applicators as defined in 333 C.M.R. 10.00.

Section 2. This Act will take effect upon its passage. "

## **ARTICLE 18 HOME RULE LEGISLATION / RANK CHOICE VOTING**

To see if the Town will vote to authorize the Select Board to file Home Rule Legislation to elect Town offices by Ranked Choice Voting; or take any action related thereto.

(Inserted at the request of Greg Dennis and ten registered voters)

### **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 3-1.

Mr. Helmuth recused himself.

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation**

**COMMENT:** The Board heard from the article's proponent who noted that the proposed legislation was originally filed in 2023 pursuant to the 2021 Annual Town Meeting's passage of Article 24. It was explained to the Board that the previously filed legislation did not pass that legislative session and as a result, this warrant article would allow Town Meeting to again vote on the proposed legislation. Mr. DeCoursey discussed the potential implications of ranked choice voting with multi-seat races which gave him pause and supported his vote against this warrant article. Mr. Hurd and Mr. Diggins voted in support of favorable action for the proposed legislation.

### **DRAFT HOME RULE LEGISLATION:**

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation to provide substantively as follows:**

"AN ACT RELATIVE TO RANKED CHOICE VOTING IN THE TOWN OF ARLINGTON

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same, as follow:

SECTION I. Chapter 503 of the acts of 1952, as most recently amended by chapter 10 of the acts of 2022, is hereby amended by inserting after section 8 the following section:-

Section 8A. Ranked Choice Voting

- a. For the purposes of this section, the following terms shall, unless the context clearly requires otherwise, have the following meanings:

“Concluded ballot”, a ballot that does not rank any continuing candidate, contains an overvote at the highest-ranked continuing candidate.

“Continuing candidate”, a candidate who has not been defeated.

“Highest-ranked continuing candidate”, the continuing candidate with the highest ranking on a voter's ballot. Where a ballot omits 1 or more rankings, the next highest ranking shall be used for determining the highest-ranked continuing candidate.

“Overvote”, a circumstance in which a voter ranks more than 1 candidate at the same ranking.

“Ranked choice voting”, a method of casting and tabulating ballots in which voters rank candidates for office in order of preference.

“Ranking”, the number assigned on a ballot by a voter to a candidate to express the voter's preference for that candidate. Ranking number 1 shall be the highest ranking, ranking number 2 shall be the next-highest ranking and so on.

- b. The offices of select board member, school committee member, moderator, elected member of the board of the housing authority and assessor shall be elected by ranked choice voting, except for single-seat offices when the number of candidates printed on the ballot is less than or equal to 2 or multi-seat offices when the number of candidates printed on the ballot is less than or equal to the number of seats to be elected. Rank choice voting elections shall be tabulated in rounds pursuant to this section.
- c. In any single-seat election, each round shall begin by counting the number of votes for each continuing candidate. Each ballot shall count as 1 vote for its highest-ranked continuing candidate. Concluded ballots shall not be counted for any continuing candidate. Each round shall end with 1 of the following 2 outcomes:
  1. If there are more than 2 continuing candidates, candidate with the most votes shall be elected, and tabulation shall be complete.
  2. Otherwise, the candidate with the fewest votes shall be defeated and a new round shall begin.
- d. In any multi-seat election, the first seat shall be filled pursuant to the tabulation process established in subsection (c). The remaining seats shall be filled by repeated application of the tabulation process established in subsection (c); provided, however, that all votes marked for candidates who have already been elected shall be disregarded and votes shall be counted for the next highest-ranked continuing candidate.
- e. If 2 or more candidates are tied with the fewest votes such that tabulation cannot continue until the candidate with the fewest votes is defeated, then the tied candidate with the fewest votes in the prior round shall be defeated. If 2 or more such tied candidates were tied with the fewest votes in the prior round, the second tie shall be decided by referring similarly to the number of votes for each candidate in the second-prior round. This process shall be applied successively as many times as necessary. The Town Clerk shall establish a method of

tiebreaking that will be used if 2 or more candidates are tied with the fewest votes in the first round of tabulation.

- f. The Town Clerk may make any changes, subject to approval by the Select Board, to the ranked choice voting ballot and tabulation process necessary to ensure the integrity and smooth functioning of the election, provided that ranked choice voting shall still be used and the fewest number of changes are made to achieve such purpose.
- g. The Town Clerk shall publish election results that show the tabulation by rounds.

SECTION 2. The following question shall be placed on the ballot to be used at a regular state or town election or at a special election called for the purpose of presenting the question to the voters: Shall an act entitled "An Act Authorizing Ranked Choice Voting in the Town of Arlington" be accepted?

- a. The town attorney shall prepare the summary of the proposed legislation, which shall appear on the ballot along with the question provided in this section.
- b. If a majority of votes cast in answer to the question is in the affirmative, the Town shall be taken to have accepted the legislation, but not otherwise.

SECTION 3. This act shall take effect immediately upon approval of said question.

#### **ARTICLE 19 HOME RULE LEGISLATION / WILLIAM PILLERI**

To see if the Town will vote to request and authorize the Select Board to file Home Rule Legislation so as to enable William Pilleri, a resident of the Town, to be eligible for appointment as a firefighter in the Town of Arlington notwithstanding the fact that he has attained the age of 32; or take any action related thereto.

(Inserted at the request of William Pilleri and ten registered voters)

#### **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 4-0.

Mr. Helmuth recused himself.

**That the Town does and hereby authorizes the Select Board to file Home Rule Legislation**

**COMMENT:** The Board heard from the article's proponent, a lifelong resident of the Town of Arlington who is seeking to give back to the community and serve as a firefighter. The purpose of the proposed legislation is to seek relief for Mr. Pilleri at the local level to permit him to be a candidate for the Town's Fire Department at the age of 32. The proposed legislation is required because state law as applied to the Town currently does not permit candidates aged 32 or older to be appointed as Firefighters. The Board thanked Mr. Pilleri for his commitment to serving the Town and voted in support of favorable action on this warrant article.

#### **DRAFT HOME RULE LEGISLATION:**

**That the Town does and hereby authorizes the Select Board to file Home**

**Rule Legislation to provide substantively as follows:**

“AN ACT TO PERMIT TOWN RESIDENT, WILLIAM PILLERI, TO TAKE THE CIVIL SERVICE TEST FOR THE POSITION OF FIREFIGHTER IN THE TOWN OF ARLINGTON.

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same, as follow:

Section 1. Notwithstanding the provisions of any special or general law to the contrary, including without limitation Chapter 31 of the General Laws, the Civil Service law, William Pilleri, a resident of the Town of Arlington, is authorized to take the Civil Service examination for appointment to the position of Firefighter, notwithstanding the fact that he has attained the age of 32. The authority under this act will expire on June 1, 2029.

Section 2. This Act will take effect upon its passage.”

**ARTICLE 20 ACCEPTANCE OF LEGISLATION / CLAUSE 22I OF M.G.L. CHAPTER 59, §5**

To see if the Town of Arlington will accept the provisions of Massachusetts General Laws Chapter 59, Section 5, Clause 22I, as created by Chapter 178 of the Acts of 2024, commonly referred to as the "HERO Act", which authorizes an annual increase in the amount of the exemption to veterans granted under General Laws Chapter 59, Section 5, Clause 22, Clause 22A, Clause 22B, Clause 22C, Clause 22E and Clause 22F by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, to be effective for applicable exemptions granted for any fiscal year beginning on or after July 1, 2025; or take any action related thereto.

(Inserted at the request of the Town Manager and Veterans; Service Director)

**VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Vote 5-0.

**That the Town of Arlington does hereby accept General Laws Chapter 59, Section 5, Clause 22I.**

**COMMENT:** The Board heard from Colonel Philp McGovern, the Town’s Director of Veteran Services, about the purpose of the Article. Colonel McGovern explained that the recent state law, the “HERO” Act, permits the Town to accept certain legislation at a local level to increase the amount of tax exemption granted to veterans on their domiciles on an annual basis under certain other clauses of ch. 59 through a cost of living (‘COLA’) increase. Colonel McGovern emphasized the importance of this legislation and the benefit it would give to qualifying veterans in Arlington. The Board responded positively to Colonel McGovern’s proposal and Mrs. Mahon moved for favorable action that was seconded by Mr. Helmuth.

## **DRAFT LEGISLATION:**

That the Town of Arlington does hereby accept General Laws Chapter 59, Section 5, Clause 221 which authorizes an annual increase in the amount of the exemption granted under General Laws Chapter 59, Section 5, Clause 22A, Clause 22B, Clause 22C, Clause 22E and Clause 22F by the percentage increase in the US. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, to be effective for applicable exemptions granted for any fiscal year beginning on or after July 1, 2025.

### **ARTICLE 21            ACCEPTANCE OF LEGISLATION / CHAPTER 399 OF THE ACTS OF 2024**

To see if the Town will vote to accept the provisions of Chapter 399 of the Acts of 2024, or any other applicable laws, to permit the installation, operation, and maintenance of school bus violation detection monitoring systems on school buses; or take any action related thereto.

(Inserted at the request of the School Committee)

## **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Vote 5-0.

**That the Town of Arlington does hereby accept General Laws Chapter 40, Section 71.**

**COMMENT:** The Board heard from Mr. Paul Schlichtman, the School Committee's Chair, regarding the purpose of the Article. Mr. Schlichtman explained that local acceptance of this provision would permit the Town to install a school bus monitoring violation system on buses ridden by the Town's students. Mr. Schlichtman further explained that the goal of the law is to increase safety by allowing the Town to record motor vehicles that fail to stop for a school bus. The Board voted favorably on this Article after a motion by Mr. Diggins that was seconded by Mr. Helmuth.

## **DRAFT LEGISLATION:**

That the Town of Arlington does hereby accept General Laws Chapter 40, Section 71, enabling the Town to install, operate and maintain school bus violation detection monitoring systems on school buses to enforce violations pursuant to Sections 14 and 14C of the Massachusetts General Law Chapter 90. Any system put in shall be limited to monitoring and detecting violations of motor vehicle operators who fail to stop for a school bus.

### **ARTICLE 22            ENDORSEMENT OF CDBG APPLICATION**

To see if the Town will vote to endorse the application for Federal Fiscal Year 2026 prepared by the Town Manager and Select Board under the Housing and Community Development Act of 1974 (PL 93-383) as amended; or take any action related thereto.

(Inserted by the Select Board and at the request of the Town Manager)



## **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 6-0\*

Includes vote of Town Manager for CDBG purposes.

**That the Town hereby endorses the application for Federal Fiscal Year 2026 prepared by the Town Manager and the Select Board under the Housing and Community Development Act of 1974 (PL 93-383), as amended.**

**COMMENT:** This Article represents the vote to endorse the annual application for the Community Block Development Grant funds, a summary of which was provided by Mary Muszynski, the Town's CDBG administrator.

### **ARTICLE 23            REVOLVING FUNDS**

To see if the Town will vote to reauthorize revolving funds established under various previous votes of the Town, to hear or receive a report concerning the receipts and expenditures of same, to establish new revolving funds, to appropriate sums of money to fund all revolving funds and determine how the money shall be raised or expended; or take any action related thereto.

(Inserted at the request of the Town Manager)

## **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 5-0.

**That the Town does hereby reauthorize the following Revolving Funds for FY 2026:**

**Private Way Repairs (3106):** Originally established under Article 46,  
1992 Annual Town Meeting  
expenditures not to exceed \$1,000,000

Beginning Balance, 7/1/23	\$50,552.16
Receipts	132,581.83
Expenditures	124,696.00
Ending Balance, 6/30/24	\$58,437.99

**Public Way Repairs (3105):** Originally established under Article 45,  
1992 Annual Town Meeting  
expenditures not to exceed \$15,000

Beginning Balance, 7/1/23	\$14,715.06
Receipts	0.00
Expenditures	0.00
Ending Balance, 6/30/24	\$14,715.06

**Fox Library Community Center Rentals (3109):** Originally established under Article 49, 1996 Annual Town Meeting expenditures not to exceed \$20,000

Beginning Balance, 7/1/23	\$21.47
Receipts	0.00
Expenditures	0.00
Ending Balance, 6/30/24	\$21.47

**Robbins House Rentals (3110):** Originally established under Article 77, 1997 Annual Town Meeting

expenditures not to exceed \$75,000

Beginning Balance, 7/1/23	\$10,086.77
Receipts	16,690.00
Expenditures	10,407.64
Ending Balance, 6/30/24	\$16,369.13

**Uncle Sam Fees (3101):** Originally established under Article 31, 2000 Annual Town Meeting expenditures not to exceed \$2,000

Beginning Balance, 7/1/23	\$1,526.31
Receipts	0.00
Expenditures	0.00
Ending Balance, 6/30/24	\$1,526.31

**Life Support Services (Ambulance) Fees (3103):** Originally established under Article 37, 2001 Annual Town Meeting Expenditures not to exceed \$800,000

Beginning Balance, 7/1/23	\$107,956.71
Receipts	187,068.31
Expenditures	240,008.61
Ending Balance, 6/30/24	\$55,016.41

**Board of Health Fees (3111):** Originally established under Article 30,  
2005 Annual Town Meeting  
expenditures not to exceed \$150,000

Beginning Balance, 7/1/23	\$420,348.46
Receipts	66,896.75
Expenditures	51,172.32
Ending Balance, 6/30/24	\$436,072.89

**Field User Fees (3115):** Originally established under Article 78, 2004  
Annual Town Meeting  
expenditures not to exceed \$120,000

Beginning Balance, 7/1/23	\$15,995.62
Receipts	78,391.75
Expenditures	74,254.95
Ending Balance, 6/30/24	\$20,132.42

**Robbins Library Rentals (3114):** Originally established under Article  
35, 2006 Annual Town Meeting  
expenditures not to exceed \$8,000

Beginning Balance, 7/1/23	\$42,455.32
Receipts	85,727.88
Expenditures	3,103.75
Ending Balance, 6/30/24	\$44,826.57

**Town Hall Rentals (3112):** Originally established under Article 35,  
2006 Annual Town Meeting  
expenditures not to exceed \$175,000

Beginning Balance, 7/1/23	\$59,656.03
Receipts	85,727.88
Expenditures	68,728.38
Ending Balance, 6/30/24	\$76,655.53

**White Goods Recycling Fees (3107):** Originally established under  
Article 35, 2006 Annual Town Meeting

expenditures not to exceed \$80,000

Beginning Balance, 7/1/23	\$49,791.18
Receipts	30,920.33
Expenditures	41,085.66
Ending Balance, 6/30/24	\$39,625.85

**Library Vending Fees (3113):** Originally established under Article 34,  
2009 Annual Town Meeting  
expenditures not to exceed \$25,000

Beginning Balance, 7/1/23	\$17,235.89
Receipts	13,432.49
Expenditures	9,713.47
Ending Balance, 6/30/24	\$20,954.91

**Gibbs School Energy Fees (3102):** Originally established under  
Article 45, 2010 Annual Town Meeting  
expenditures not to exceed \$120,000

Beginning Balance, 7/1/23	\$4,814.41
Receipts	0.00
Expenditures	0.00
Ending Balance, 6/30/24	\$4,814.41

**Council On Aging Program Fees (3108):** Originally established under  
Article 28, 2013 Annual Town Meeting  
Expenditures not to exceed \$100,000

Beginning Balance, 7/1/23	\$4,917.78
Receipts	26,642.00
Expenditures	11,101.54
Ending Balance, 6/30/24	\$20,458.24

**Cutter Gallery Rentals (3117):** Originally established under Article 24,  
2004 Annual Town Meeting  
expenditures not to exceed \$15,000

Beginning Balance, 7/1/23	\$0.00
Receipts	0.00
Expenditures	0.00
Ending Balance, 6/30/24	\$0.00

**Community Center Rentals (3118):** Originally established under Article 24, 2024 Annual Town Meeting expenditures not to exceed \$50,000

Beginning Balance, 7/1/23	\$0.00
Receipts	0.00
Expenditures	0.00
Ending Balance, 6/30/24	\$0.00

**COMMENT:** The Board voted unanimously for favorable action on this Article. The Board heard from the Town's Deputy Town Manager for Finance, Alex Magee, regarding the utility of the proposed revolving fund to support expenditures related to the Parmenter School. Mr. Magee noted that although local acceptance of this particular statute is not required, the Article was being presented at Town Meeting for transparency purposes.

#### **ARTICLE 24            REVOLVING FUND / 17 IRVING STREET**

To see if the Town will vote to establish a revolving fund under MGL Ch. 40, sec.3, to hear or receive a report concerning the receipts and expenditures of same, to establish new revolving funds, to appropriate sums of money to fund same revolving fund and determine how the money shall be raised or expended; or take any action related thereto.

(Inserted at the request of the Town Manager)

#### **VOTE AND COMMENT TO TOWN MEETING:**

**VOTE:** Favorable Action 5-0.

**That the Town does and hereby amends Title 1, Article 22 of the Town Bylaws by adding a new section to establish and authorize a revolving fund pursuant to M.G.L. ch. 40, § 3 for the Parmenter School located at 17 Irving Street in Arlington to support Town expenditures related thereto.**

**COMMENT:** The Board voted unanimously for favorable action on this Article. The Board heard from the Town's Deputy Town Manager for Finance, Alex Magee, regarding the utility of the proposed revolving fund to support expenditures related to the Parmenter School. Mr. Magee noted that although local acceptance of this particular statute is not required, the Article was being presented at Town Meeting for transparency purposes.

**ARTICLE 46            ENDORSEMENT    OF    PARKING    BENEFIT    DISTRICT  
EXPENDITURES**

**COMMENT:** The Board heard from the Town Manager regarding this Article, which is the first in a multi-step process whereby these expenditures are submitted for endorsement to the Finance Committee, Capital Planning Committee and ultimately, Town Meeting. Mr. Feeney explained that the prepared expenditures were budgeted conservatively, and future expenditures will consist of ongoing operational costs. Mr. Feeney also informed the Board that 85% of the prior fiscal year's expenditures (FY24) have been retained as a result of sound planning and a balanced budget.

DRAFT





**Stephen W. DeCoursey, Chair**  
**Diane M. Mahon, Vice Chair**  
**John V. Hurd**  
**Lenard T. Diggins**  
**Eric D. Helmuth**



**Town of Arlington  
Legal Department**

Michael C. Cunningham  
Town Counsel

50 Pleasant Street  
Arlington, MA 02476  
Phone: 781.316.3150  
Fax: 781.316.3159  
E-mail:  
[mcunningham@town.arlington.ma.us](mailto:mcunningham@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

To: Arlington Select Board

Cc: James Feeney, Town Manager

From: Michael C. Cunningham, Town Counsel  
Jaclyn Munson, Deputy Town Counsel

Date: April 3, 2025

**Re: Draft Vote and Comment/Annual Town Meeting Warrant Articles: 15 and 16**

The purpose of this memorandum is to provide the Select Board with a draft vote and comment for Annual Town Meeting Warrant Articles 15 and 16, considered before this Board at its hearing on March 24, 2025.

**ARTICLE 15 HOME RULE LEGISLATION / TO AMEND THE SENIOR  
CITIZEN PROPERTY TAX EXEMPTION**

**VOTED: That the Town does and hereby authorizes the Select Board to file Home Rule Legislation to provide substantively as follows:**

*“AN ACT AMENDING THE TOWN OF ARLINGTON’S MEANS TESTED SENIOR CITIZEN  
PROPERTY TAX EXEMPTION.*

*Be it enacted by the Senate and House of Representatives in the General Court assembled, and  
by the authority of the same, as follow:*

*Section 1. Chapter 285 of the acts of 2020 is hereby amended as set forth below.*

*Section 2. Section 3 of said chapter 285, as so appearing, is hereby amended by inserting  
“and/or funded by an appropriation or transfer from existing funds while not exceeding 1 per  
cent of the municipality’s tax levy.” at the of that Section.*

*Section 3. This act will take effect upon its passage."*

(\*4-0)

**Mr. Helmuth recused himself.**

**COMMENT:** The Board voted in favor of this Article after a presentation from the Town's Director of Assessments, Dana Mann. Director Mann explained that the purpose of the Article is to improve the administration of tax exemptions for the benefit of the Town's senior population. This Town first attempted to administer this benefit as a local, means-tested circuit breaker concept through Home Rule Legislation in 2019, modeled after a similar program in other municipalities. However, the difficulties administering the program led to a Legislative effort to codify the benefits by statute to achieve the same goals but with greater certainty and flexibility in the amount of relief offered qualifying residents. Ultimately, the Town's 2019 Home Rule Legislation was codified as Chapter 285 of the Acts of 2020, for which, as Director Mann explained, an amendment is now sought to improve the administration and benefit to qualifying seniors in Town.

The Board discussed that the proposed amendment is consistent with other exemptions. Vice Chair Mahon moved for favorable action, to which Mr. Hurd seconded. The Board noted the importance of providing tax relief to qualifying seniors and lauded the Town's efforts to ensure the exemptions are administered consistently.

**ARTICLE 16**                      **HOME RULE LEGISLATION / PACKAGE STORE**  
**LICENSES**

**VOTED: That the Town does and hereby authorizes the Select Board to file Home Rule Legislation to provide substantively as follows:**

*“AN ACT AUTHORIZING THE SELECT BOARD OF THE TOWN OF ARLINGTON TO PLACE UPON A TOWN BALLOT A QUESTION TO INCREASE THE NUMBER OF LICENSES FOR ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.”*

*Be it enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same, as follow:*

*Section 1. Notwithstanding sections 11, 15 and 17 of chapter 138 of the General Laws, the Select Board of the town of Arlington may cause to be placed upon the ballot at a town election held in the year 2026 the following question:*

*“Shall the Select Board of the town be authorized to issue 2 additional licenses for the sale of all alcoholic beverages not to be drunk on the premises?”*

*Section 2. If a majority of voters voting at the 2026 town election at which the above question appears on the ballot vote 'yes' on the question, then the Select Board of the town of Arlington*

*may issue 2 additional licenses for the sale of all alcoholic beverages not to be drunk on the premises, in addition to the 6 licenses that are currently authorized in the town of Arlington for the sale of all alcoholic beverages not to be drunk on the premises. The licenses shall be subject to all of chapter 138 of the General Laws, except as provided in this act.*

*Section 3. This act will take effect upon its passage.”*

**(\*4-0)**

**Mr. Helmuth recused himself.**

**COMMENT:** The Board voted in favor of this Article after a presentation by the Town Manager, James Feeney. The Town Manager explained that this Article was inserted at his request for the benefit of the Board to consider whether to advance this Article to Town Meeting to increase the number of all-alcohol “package store” licenses from six to eight. The Town Manager noted that the Board had issued all of its current package store licenses, prompting the need to determine whether an increase is appropriate for the needs of the Town through Home Rule Legislation. In addition, the Town Manager noted the existence of a pending application to the Town for an all-alcohol package store license; however, the Board would be required to deny that application because there are no more licenses for which the applicant could be granted. Finally, the Town Manager explained that the lack of available all-alcohol package store licenses could have a chilling effect on the Town’s economic development and commercial expansion, while having an ancillary effect of creating a secondary market for the commoditization of on-premises liquor licenses in the absence of all-alcohol package store licenses.

The Board also heard from Katie Luczai, the Town’s Economic Development Coordinator and Town Counsel. Town Counsel noted that the last time the Town increased these licenses, it did so by an increment of one license (from five to six), which was presented to the Town as a ballot question in 2019.

The Board discussed the Article and the economic benefits that the license increase could provide to the Town. Ms. Luczai indicated to the Board that she has not identified any tangible adverse consequences that could flow from increasing the licenses. The Board discussed whether demand for these licenses would outpace alcohol consumption and noted that market conditions could be a factor for future increases to the number of licenses the Town may grant.

Next, the Board heard public comment on the Article, including one member who suggested the Board vote no action on the Article pending AmpUp’s Master Plan Update. The Board ultimately voted favorably on this Article upon a motion by Mr. Hurd, which was seconded by Mr. Diggins. Mr. Hurd noted the economic benefits of increasing the number of available licenses and believes that an increase of two licenses is appropriate at this time. Mr. Hurd also emphasized that increasing the number of licenses is subject to a democratic process, which he viewed favorably relative to concerns about additional licenses. Mr. Diggins stated that he thought the timing of the Article was appropriate. Mrs. Mahon and the Chair expressed their support for the Article.



---

## **Town of Arlington, Massachusetts**

**NEW BUSINESS**



## **Town of Arlington, Massachusetts**

---

**To discuss strategy with respect to litigation filed against the Town of Arlington by Christopher Loreti.**

**Summary:**

Michael C. Cunningham, Town Counsel

Jaclyn Munson, Deputy Town Counsel





## **Town of Arlington, Massachusetts**

---

### **Next Scheduled Meeting of Select Board April 28, 2025**

#### **Summary:**

When: Apr 7, 2025 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

[https://town-arlington-ma-us.zoom.us/webinar/register/WN\\_hjs4pPkjSgy072sofCblmw](https://town-arlington-ma-us.zoom.us/webinar/register/WN_hjs4pPkjSgy072sofCblmw)

After registering, you will receive a confirmation email containing information about joining the webinar.

\*Notice to the Public on meeting privacy\* In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above.